Colorado State University Extension

Arapahoe County Extension 4-H

Policies for Success

All 4-H Members and their families are expected to be familiar with the Arapahoe County Extension 4-H Policies, as well as the Colorado 4-H Youth Development Policies from Colorado State University Extension. It is necessary that 4-H members and their families read and understand both sets of policies as each policy addresses state and county standards that are equally essential to administering and facilitating a successful 4-H Program. The Colorado State Extension 4-H Policies supersede the Arapahoe County Extension 4-H Policies when something is not addressed in this document.

The Arapahoe County Extension 4-H Policies are intended to cover the non-competition-related policies of the Arapahoe County Extension 4-H Program. Few competition-related items may be found in this document. The Arapahoe County Extension 4-H Policies do not disclose rules, regulations, or requirements regarding specific competitions. Information for specific competitions can be found on the Arapahoe County Extension website and in the Arapahoe County Fair Book.

Colorado State University is the land-grant institution responsible for the administration of the Extension program in Colorado. At the local level, the Arapahoe County Extension 4-H Agent is responsible for administering the Arapahoe County Extension 4-H Program.

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The Arapahoe County Extension 4-H Program

4-H is a community of young people, ages 5-18, across America, learning leadership, citizenship, and life skills. The Arapahoe County Extension 4-H Club Program serves youth with similar interests who meet to learn a new skill in a 4-H project area.

The 4-H year runs from October 1 - September 30.

All 4-H members, including Cloverbud members and volunteer-leaders, must be enrolled in only one county, and only one club in the Arapahoe County Extension 4-H Program.

Logos, Names, and Emblems
Only 4-H clubs, 4-H entities, enrolled 4-H members, and 4-H volunteer-leaders may use the 4-H name and emblem; i.e., the 4-H clover. Other uses must be authorized by the state 4-H Youth Development Director.

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4-H Membership

The Arapahoe County Extension 4-H Program welcomes youth from any county, ages 5-18 (as of December 31 of the current 4-H year), regardless of race, color, creed, sex, national origin or disability.

4-H Membership/Age

4-H age is the age of the individual on December 31 of the current 4-H year. The 4-H year runs from October 1 to September 30.

- Cloverbud members: 5-7 years old (non-competitive)
- Junior 4-H members: 8-10 years old
- Intermediate 4-H members: 11-13 years old
- Senior 4-H members: 14-18 years old
- 4-H Volunteer-Leaders: 18+ years old

Cloverbud Membership

It is neither the intent nor the objective for 4-H Cloverbud members to duplicate the 4-H Member experiences that are designed for older 4-H youth, nor to create a "mini-4-H" concept. 4-H Cloverbud members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a special 4-H membership category with regard to program and policy. As a result, 4-H Cloverbud membership is fundamentally different than general 4-H membership.

1. 4-H Cloverbud members participate in occasional, non-competitive, age-appropriate, properly supervised events or activities.
2. Cloverbud members enroll in the Cloverbud Project only. 4-H Cloverbud members should not have ongoing projects of any kind.
3. 4-H Cloverbud members may not handle animals, firearms or equipment of any kind.
4. 4-H Cloverbud members do not conduct formal business meetings, elect officers, or handle finances.

4-H Membership (Junior, Intermediate, Senior) Requirements

1. Be of appropriate age.
2. Complete 4-H member enrollment on 4HOnline.
3. Enroll in at least one 4-H project per year.
4. Complete and submit additional required forms; e.g. forms for all animal project(s).
5. Pay 4-H enrollment fee.

4-H Member in Good Standing

To be considered a 4-H Member in Good Standing, the 4-H member must: abide by the 4-H Code of Conduct, meet deadlines, attend the majority of club and project meetings, complete at least one project during the 4-H year, abide by the Code of Show Ring Ethics Agreement (if applicable), the Meat Quality Assurance (if applicable), the Animal Care and Housing form (if applicable), and follow all County and State 4-H rules and policies, as well as Arapahoe County Fair rules of exhibition. Participation in county, state, regional, and national events is limited to 4-H Members in Good Standing.

4-H Volunteer-Leader Membership

4-H volunteer-leaders are the heart of the 4-H Program. A volunteer-leader serves in a multitude of roles ranging from the club-level to supervising other volunteer-leaders at the county-, regional- or state-level(s). 4-H volunteer-leader roles include Organizational Club Leader, Project Leader, Resource Leader, Activity Leader, Advisory Council Leader, Chaperone, Cloverbud Leader, Council or Committee Member, Event Coordinator, etc. For more information on the various roles, contact the Arapahoe County Extension Office.

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All 4-H Volunteer-Leaders Must:

1. Complete volunteer application on 4HOnline and provide references.
2. Undergo a national background check.
3. Complete enrollment on 4HOnline annually.
4. Complete e-learning modules through an online orientation within 45 days of the time of enrollment.
5. Comply with federal, state and local reporting and accountability requirements.
6. Sign the annual 4-H Volunteer Appointment Agreement on 4HOnline.
7. Serve alongside the Arapahoe County Extension Office. Volunteer-leadership opportunities and responsibilities may be revoked at any time for any or no reason.
8. Re-apply and complete all new volunteer-leader requirements if absent from 4-H for one year or longer.
9. Comply with the 4-H Code of Conduct.
10. Be authorized and approved volunteer-leaders through 4HOnline and receive protection from liability under the Governmental Immunity Act (24-10-101 CRS et seq). Liability protection is only provided towards actions within the scope of responsibility per volunteer-leader; as long as such actions are not willful and wanton. The performance and actions of any volunteer-leader must be for the benefit of, or at the request of, and under the supervision of the state.
11. Receive approval, from both counties, if transferring from one county to another.

4-H Membership in a County other than the County of Residence

4-H members participate in 4-H by belonging to a 4-H club in their county of residence. The following policy is observed when this is not the case:

- 4-H members may join and enroll in projects in only one county at a time.
- 4-H members may participate as 4-H members in only one county fair per enrollment year, and exhibit project(s) in only one county per enrollment year.
- 4-H membership can be transferred from one county to another with written approval by the county Extension offices in both counties, which is a requirement for a transfer to take place. Transfers may only occur when the family moves, the 4-H member lives part of the year in one county and part of the year in another county, or as other situations arise and are approved.
- When a situation exists that necessitates change of residence mid-year, state and local 4-H fees will be assessed in both counties.
- Should a county Extension program close, 4-H members residing in that county will not be allowed to join 4-H in another county unless they have been enrolled in another county's 4-H Program prior to the closure of the Extension office in the county of their residence.

Additional 4-H Membership Expectations

Deadlines

1. Compliance with established, stated, and published deadlines is a requirement and an expectation of 4-H membership.
2. Individuals not complying with deadlines may lose privileges and the opportunity for awards. 4-H members who fail to comply with deadlines for ownership, inspection, or exhibition may be prevented from exhibiting project(s) or denied any and all premiums or awards for their project.
3. Deadlines are announced in the bi-monthly 4-H newsletters, E-Blasts, and the Arapahoe County Fair Book, which discloses specific deadlines that pertain to the Arapahoe County Fair and exhibition.

Inquiries from Potential 4-H Members

It is an expectation that all 4-H members, including Cloverbud members and volunteer-leaders, support and encourage new families to become involved in 4-H. Individuals who inquire about 4-H also receive information from the Arapahoe County Extension Office about the 4-H Program. The 4-H Program Coordinator coordinates with appropriate volunteer-leaders to contact potential 4-H members.

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4-H Enrollment

All 4-H members must enroll on 4HOnline in order to participate in the Arapahoe County Extension 4-H Program.

Organizational Club Leader Enrollment Responsibilities
Organizational Club Leaders are responsible for submitting the following enrollment materials to the Arapahoe County Extension Office once 4-H members have self-enrolled. Club enrollments must be submitted together at one time (see the "4-H Leader Resources" tab on the Arapahoe County Extension website).

- 4-H Confirmation Form – this is a fillable form in which Organizational Club Leaders can track what needs to be submitted by each enrolled 4-H member and volunteer-leader.
- Club Literature Request Form – this is a fillable form in which Organizational Club Leaders can request the literature materials for each enrolled 4-H member and volunteer-leader.
- Club check payment including 4-H member and volunteer-leader enrollment fees that match the total on the 4-H Confirmation Form – enrollments will not be confirmed or project literature ordered until fees have been received by the Arapahoe County Extension Office.

Required forms that must be submitted include the Code of Show Ring Ethics form (necessary for ALL animal projects) and Animal Care and Housing form for those whose animals will not be housed at their own property. If the animal care and housing section is not completed correctly on 4HOnline, 4-H members enrolled in any animal project will be required to fill out and submit the hard copy form.

New 4-H Enrollment

1. All new 4-H members must enroll by *April 1* of the current 4-H year if they wish to participate in County Fair. (For this purpose, "new" 4-H members include any 4-H member who was not enrolled in 4-H the previous 4-H year.)
2. New enrollments will be accepted after *April 1* of the current 4-H year, however, participation is limited; youth will not be eligible to compete at the Arapahoe County or Colorado State Fairs.
3. Enrollment fees and additional required forms must be submitted to the Organizational Club leader by *April 1*.
4. Organizational Club Leaders will have until *April 10* to confirm new 4-H members on 4HOnline and pay all fees and submit any required forms needed; e.g. Code of Show Ring Ethics, etc. new 4-H members will not be confirmed until all required payment and forms are completed and submitted.

4-H Re-Enrollment

1. 4HOnline enrollment for all returning 4-H members and volunteer-leaders must be complete by *December 1* of the current 4-H year.
2. Enrollment fees and additional required forms must be submitted to the Organizational Club leader by *December 1*.
3. Organizational Club Leaders will have until *December 15* to confirm returning 4-H members and volunteer-leaders on 4HOnline and pay all fees and submit any required forms needed; e.g. Code of Show Ring Ethics, etc. 4-H members and volunteer-leaders will not be confirmed until all required forms, background checks, and new volunteer-leader training are completed and submitted.

Late 4-H Enrollment

1. If a returning 4-H member fails to re-enroll on 4HOnline by *December 1*, they may re-enroll by *January 31*. However, 4-H members will incur a $25 late fee. Re-enrollments will not be accepted after January 31st of the current 4-H year from re-enrollees.
2. Enrollment fees and additional required forms must be submitted to the Organizational Club Leader by *January 31*.

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3. Organizational Club Leaders will have until *February 15* to confirm returning 4-H members and volunteer-leaders on 4HOnline and pay all fees and submit any required forms needed; e.g. Code of Show Ring Ethics, etc. 4-H members and volunteer-leaders will not be confirmed until all required forms, background checks, and new volunteer-leader training are completed and submitted.

Cloverbud Member Enrollment

Cloverbud members must enroll in the Cloverbuds Project. When enrolling Cloverbud members, please indicate the activity area(s) they are interested in. Activity areas include:

- Animal Science
- Expressive Arts
- Consumer Science
- Mechanical Science
- Natural Resources
- Personal Growth & Development
- Plant & Soil Science
- Science & Technology

4-H Volunteer-Leader Enrollment

Volunteer-leaders must re-enroll each year on 4HOnline in order for the year of leadership to be recognized and to be able to order project literature. In order to be recognized as a 4-H volunteer-leader in Arapahoe County, all 4-H club volunteer-leaders must complete the following requirements within 45 days.

1. Complete enrollment on 4HOnline annually.
2. Complete the four e-Learning modules.
3. Complete a background check and an interview if necessary.
4. Sign 4-H Volunteer Appointment Agreement on 4HOnline.
5. Pay enrollment fee.

Clubs are required to enroll all adults who will be serving as volunteer-leaders or helping with special projects or activities. Project literature will not be sent until all fees are paid and literature will not be sent to new volunteer-leaders until their volunteer application and references are on file. See volunteer policies later in this document for more details.

Enrollment Fees

- $50 per new and returning 4-H member per year for unlimited projects
- $40 per new and returning Cloverbud member per year
- $5 per new and returning volunteer-leader

The enrollment fee includes the following: project literature for unlimited projects, accident insurance (covers State/County/Club 4-H functions with an adult 4-H volunteer-leader supervising), a $15.00 State 4-H membership fee and $2.00 Colorado 4-H Members Fund fee (these last two are included in the enrollment fee and do not need to be paid separately).
NOTE: The insurance used by Arapahoe County Extension is supplemental and liability insurance; i.e., will not cover pre-existing conditions and may not pay all medical costs.

Arapahoe County 4-H Foundation Financial Assistance Scholarship applications will be available, if families are interested in applying, to help with the cost of enrollment fees, up to $50 per 4-H member ($40 for Cloverbud members).

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Refunds

1. If a 4-H member chooses to drop 4-H within 45 days of payment of the enrollment fee, a refund can be requested. Refunds are only granted when extenuating circumstances, such as an unforeseen move or extreme family illness occur. After *April 1* no refunds will be given.
2. There will be no refunds on 4-H materials or curriculum purchased.

NOTE: Other additional fees, such as club dues, must be handled at the club-level.

Enrollment in Animal Projects

Members enrolled in animal projects are required to submit the Code of Show Ring Ethics Agreement and may also be required to complete and submit the Animal Care and Housing Form and the 4-H Lease Contract.

- Animal Care and Housing Form - If the 4-H member is not housing the project animals at the 4-H member's home residence, the form must be completed, signed, and submitted to the Arapahoe County Extension Office. Also, if the 4-H member does not complete the Animal Care and Housing section on 4honline, the 4-H member will need to complete, sign, and submit the form even if the project animals do reside at the 4-H member's home residence.
- Code of Show Ring Ethics Agreement - Members in ANY animal project must complete the Code of Show Ring Ethics Agreement. 4-H members may fill out the form if they do not want to submit online.
- 4-H Lease Contract – If a 4-H member is leasing a horse or breeding animal, the 4-H Lease Contract must be completed, signed, and submitted to the Arapahoe County Extension Office.

Enrollment Changes

1. All enrollment changes must be completed by *May 1* of the current 4-H year. This includes changing clubs, adding, and dropping projects. All 4-H members must complete each project they are enrolled in as of *May 1*. See completion requirements outlined in this document.
2. Enrollment changes must be done electronically by the 4-H member through 4HOnline.

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4-H Clubs and Entities

All 4-H members, including Cloverbud members and volunteer-leaders, must be enrolled in only one county, and only one club in the Arapahoe County Extension 4-H Program.

Requirements for 4-H Clubs

All 4-H clubs must:

1. Comply with federal, state, and local requirements for non-profit, educational program status.
2. Must welcome all 4-H members of eligible age regardless of race, ethnicity, gender, national origin, or ability.
3. Consist of at least five 4-H members.
4. Have a local volunteer-leader to guide the club.
5. Hold regular meetings.
6. Conduct or participate in an achievement event; e.g., the Arapahoe County Achievement Program in October
7. Conduct or participate in a community service project.
8. Conduct a 4-H member recruitment activity or event.
9. Charter annually. Clubs may need to update chartering documentation, in compliance with the state and IRS requirements. For more information, instructions, and documentation for chartering, please visit the Arapahoe County Extension website. The following must be submitted appropriately in order to complete the chartering process.
    a) EIN Application to the IRS. This is done only one time. The EIN number received by the IRS must be reported to the Arapahoe County Extension Office to be in compliance with IRS reporting. Additionally, the EIN number must be associated with the club's bank account if the club has is collecting funds.
    b) List of officers
    c) Constitution and Bylaws
    d) Bank statement of club funds or a letter disclosing that there are no funds being collected, therefore there is no bank account
    e) Financial Report (if applicable)
    f) Annual Review (if applicable)
    g) Club Assets (if applicable)
    h) Budget (if applicable)
    i) Annual Plan
    j) Affirmative Action
    k) End-of-Year Report
10. Submit the Dissolution or Non-Renewal of Colorado 4-H Charters document, remaining funds, and property to the Arapahoe County Extension Office according to state policies, if the 4-H club dissolves.

NOTE: It is recommended and encouraged that members of each club have representatives participate on the Arapahoe County 4-H Junior Leader Council.

Club Meetings

1. Regular attendance at club meetings is expected of all 4-H members and their parents.
2. If a 4-H member does not meet the club's requirements, it may affect the 4-H member's ability to join the same club in subsequent years.
3. Volunteer-leaders, 4-H members, and parents are expected to facilitate quality 4-H club meetings that are welcoming to all, enjoyable, educational, informative, important, and beneficial.

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Club Fundraising Regulations
4-H clubs may participate in fundraising activities. Before hosting a fundraiser, clubs must receive approval from the Arapahoe County Extension Office. 4-H is a non-profit organization and must comply with state and federal regulations. There are strict guidelines on what clubs can and cannot do for fundraisers. There are penalties for violating regulations.

4-H Family Clubs
Arapahoe County Extension no longer offers 4-H family club enrollments. Current 4-H family clubs may continue to function, but new 4-H family clubs may not be established.
Current family clubs must meet the following requirements:

1. A parent or guardian must enroll as a 4-H volunteer-leader and fulfill volunteer-leader requirements. This includes submitting enrollment on 4HOnline and paying the annual enrollment fee.
4. Family clubs and independent 4-H members must abide by all county and state 4-H policies and rules applicable to 4-H members of the 4-H organization; e.g. the 4-H Code of Conduct.
5. Family clubs and independent 4-H memberships will be reviewed annually to determine whether conditions still exist to qualify the 4-H members for this 4-H membership classification.
6. 4-H members or families not abiding by these policies will forfeit the opportunity to participate as a family club in the Arapahoe County Extension 4-H Program.
7. Written reports may be required from a family club.
8. With proper notification, the Arapahoe County Extension 4-H Agent may attend a family club meeting.
9. Family clubs are prohibited from opening a bank account.

4-H Officers
Each 4-H club elects a set of officers which allows for the development of leadership and citizenship within each club. Each 4-H member should be given the opportunity to assume a leadership role within the club and/or 4-H Program. 4-H volunteer-leaders should not organize club meetings, but rely on and expect 4-H officers to take responsibility of leading 4-H club meetings with guidance and assistance. 4-H club officers should be given clear expectations and an outline of roles and responsibilities from the 4-H volunteer-leader(s) and retiring 4-H officers. 4-H officers should:

- Learn and perform their specific officer duties
- Be an active member of the board of officers
- Attend 4-H club meetings and activities
- Lead in planning 4-H meetings and events
- Actively represent 4-H in the community
- Share opinions on issues
- Listen to 4-H club members.

At 4-H club meetings, 4-H officers should:

- Work as a team to prepare and organize the meeting space.
- Greet guests, 4-H members, and 4-H volunteer-leaders as they arrive.
- Assist new and/or younger 4-H members become acquainted with 4-H.
- Provide reports to the 4-H volunteer-leader(s).

<u>Officer Roles</u>
Not all 4-H officer roles are necessary for each 4-H club.

1. President
    - Plans the 4-H club meetings with other officers.
    - Calls the 4-H club meeting to order and presides over the meeting.
    - Decides points of order.
    - Appoints committees.

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- Casts deciding vote in case of tie.
- Delegates responsibilities.
- Closes the 4-H club meeting on time.
- Conducts the 4-H club meeting by following Parliamentary Procedure - Robert's Rules of Order.

2. Vice President
   - Presides in the absence of the president.
   - Meets with officers and leaders to complete the annual plan of 4-H events.
   - Serves as program committee chair.
   - Consults with leaders before each meeting to finalize program details.
   - Introduces speakers or special guests.
3. Secretary
   - Sends out notices or initiates contact with committee about upcoming 4-H club meetings and events.
   - Records attendance at 4-H club meetings and events.
   - Keeps minutes and completes the 4-H Secretary's officer book.
   - Writes letters, requests, invitations and thank-you cards in the name of the 4-H club.
   - Reads all correspondence to all 4-H members.
4. Treasurer
   - Receives & records description (who, when, what, etc.) of funds received and spent by the 4-H club.
   - Works with officers and advisors to set an annual budget.
   - Deposits money in the specific 4-H club bank account.
   - Pays all 4-H club bills and keeps account records.
   - Reports financial status and updates at meetings.
   - Provides records to audit committee.
   - Completes the Annual Financial Report that is by provided by the Organizational Club Leader.
5. Reporter
   - Writes stories on 4-H events which includes, who, what, where, when, why and how.
   - Promotes upcoming events and activities to local media and social media outlets.
6. Historian
   - Keeps all newspaper clippings and take photographs of 4-H club and county events.
   - Keeps records of all special events regarding the 4-H club.
   - Maintains a scrapbook for the 4-H club. The scrapbook serves as the Historian officer book.
7. Recreation Leader
   - Plans games, activities, and/or songs for 4-H club meetings.
   - Involves and welcomes all 4-H club members in recreational activities.
   - Maintains enthusiasm.
8. Other officer positions include:
   - Club Newsletter Editor
   - Club Photographer
   - Sergeant at Arms
   - Refreshment Coordinator
   - County Representatives (District or Colorado State 4-H Senators)

Officer Books

An award will be given for the best 4-H Secretary, Treasurer, and Historian officer books, as well as, to the club with the highest combined scores for all three books. Submission of officer books is not required but encouraged. Officer books for Secretary, Treasurer, and Historian are to be submitted to the Arapahoe County Extension Office, by the date published in the 4-H Newsletter, in order to compete for an award at the Annual Achievement Program. For more information on completing officer books, contact the Arapahoe County Extension Office.

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Requirements for 4-H Entities

4-H entities include, but are not limited to, 4-H Councils, Advisory Committees, Foundations, and Associations. All 4-H entities must:

1. Comply with federal, state, and local requirements for non-profit, educational program status.
2. Must welcome all 4-H members of eligible age regardless of race, ethnicity, gender, national origin, or ability.
3. Charter annually. 4-H entities may need to update chartering documentation, in compliance with the state and IRS requirements. For more information, instructions, and documentation for chartering, please visit the Arapahoe County Extension website. The following must be submitted appropriately in order to complete the chartering process.
   a) EIN Application to the IRS. This is done only one time. The EIN number received by the IRS must be reported to the Arapahoe County Extension Office to be in compliance with IRS reporting. Additionally, the EIN number must be associated with the 4-H entity's bank account if the club has is collecting funds.
   b) Constitution and Bylaws
   c) Bank statement of club funds
   d) Financial Report
   e) Annual Review
   f) Budget
   g) Annual Plan
   h) End-of-Year Report
4. Submit the Dissolution or Non-Renewal of Colorado 4-H Charters document, remaining funds, and property to the Arapahoe County Extension Office according to state policies, if the 4-H entity dissolves.

4-H Advisory Committees

The Arapahoe County Extension 4-H Program has several volunteer-leaders who serve in advisory roles to the 4-H staff. Counsel is sought in determining priorities and content for program development. Volunteer-leaders assist with carrying out the 4-H mission. The Arapahoe County Extension 4-H advisory committees in Arapahoe County include:

- Companion Animal Committee
- Horse Advisory Committee
- Junior Livestock Committee
- Livestock Advisory Committee (Beef, Goats, Sheep, Swine, Rabbits, and Poultry Projects)
- Shooting Sports Advisory Committee

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4-H Projects

All 4-H members are required to participate in at least one project per 4-H year.

Project Meetings

1. It is expected that each 4-H member will attend at least three project meetings in order to gain understanding in a specific project area.
2. If a club does not offer project meetings, 4-H members should attend project meetings associated with a different club or seek out educational opportunities to supplement project work.

Project Units

In order for a 4-H member to compete in a 4-H project, the member must be enrolled that project. Multiple units may be associated with specific projects. 4-H members must enroll in the specific unit(s) within a project.

1. Within a specific project, a 4-H member may enroll in and complete, the same unit multiple times, resulting in a different end-product each time.
2. A 4-H member may enroll in and complete, multiple units of the same project in the same 4-H year.
3. Specific project units do not have to be completed in any particular order, however, it is highly recommended that the 4-H member progress through the units in a chronological way.
4. 4-H members may exhibit all project units in which they are enrolled, but exhibition is not required for project completion.

4-H Project Manuals

When the enrollments are complete on 4HOnline, the Organizational Club Leader or other designated volunteer-leader will set up an appointment to pick up project manuals at the Arapahoe County Extension Office for all members in a particular club. If the Arapahoe County Extension Office does not have specific manuals, they will be ordered.

<u>4-H Leader and Member Manual Recall</u>

4-H members and volunteer-leaders are asked to please return all unused and borrowed 4-H project manuals to the Arapahoe County Extension Office. In order to keep 4-H member enrollment fees down and provide project literature at no additional cost, each 4-H member is asked to only order necessary project literature. If a member is enrolled in the same project for multiple years, that member should only order project literature for that specific project one time, unless there is a literature update for that project. If project literature is updated, it is the 4-H member's responsibility to request the most current project literature.

<u>Animal and Livestock Manuals</u>

All animal projects; i.e., Beef, Sheep, Swine, Goat, Llama/Alpaca, Horse, Rabbit, Poultry, Dog, and Cat, manuals are one per family. The manual(s) are meant to be used throughout the 4-H member's participation in the animal and livestock projects. Returning 4-H members who have previously enrolled in animal and livestock projects will not receive the duplicate animal and livestock manual(s). If a replacement copy is needed, 4-H members will need to purchase a replacement manual. If a 4-H member is new to an animal and/or livestock project and has not previously enrolled in the specified project(s), the family will receive one copy of the appropriate manual.

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4-H Project E-Records

1. 4-H members must complete an E-Record for each project the 4-H member is enrolled in and receive a score of 70% or above. E-Records may be graded by club volunteer-leaders or other designated personnel, selected by the club.
2. Some E-Records have a supplemental form that also must be submitted; e.g. Breeding Record.

3. E-Records for Family Consumer Science, Shooting Sports, and General Projects will be turned in at the Arapahoe County Fair with the 4-H member's exhibit (only if the 4-H member chooses to exhibit). Otherwise, E-Records will be submitted to the project leader and graded by the date published in the 4-H Newsletter.
4. E-Records for Cat, Dog, Horse, Livestock and Small Animal projects are to be graded by a club volunteer-leader prior to turning in to the Arapahoe County Extension Office by the date published in the 4-H Newsletter.
5. The official rubrics and score sheet should be used when grading E-Records. Rubrics and score sheets are posted on the Arapahoe County Extension website on each 4-H project area page.
6. 4-H members in animal and livestock projects must complete one E-Record per animal project; i.e. one E-Record is required for breeding beef and another E-Record is required for market beef. The two projects should not be compiled into one E-Record, as they are separate projects.
7. 4-H members are encouraged to use 4-H E-Record binders, which can be purchased at the Arapahoe County Extension Office, or thin covers, not 3-ring binders as they take up too much space.

NOTE: If a 4-H member turns in an unsatisfactory E-Record, they should be given one week to revise the E-Record to reach a score of 70% or higher, prior to the date published in the 4-H Newsletter. If E-Record revisions are required and completed, the 4-H member will not be eligible for end-of-year E-Record awards, but the satisfactory revisions will meet the completion requirement.

4-H Project Completion

Project Completion Requirements

1. Participate in a demonstration or other speech-arts presentation.
2. Participate in a community service activity through or with the club.
3. Complete an E-Record for each project the 4-H member is enrolled in and receive a score of 70% or above, graded by club volunteer-leaders or other designated personnel, selected by the club.

Project Completion Enforcement

1. Enforcement of completion requirements is handled by the Arapahoe County Extension 4-H Agent at the Arapahoe County Extension Office. Organizational Club Leaders must submit documentation, included in the End-of-Year report, of 4-H members who fail to complete their demonstrations and community service portions of the requirements.
2. If a 4-H member fails to complete a project, the member may not enroll in that same project the following 4-H year.
   NOTE: Clubs may have additional participation requirements for continued participation in their club and to maintain active status within the club. This is different and separate from county and state project completion requirements and may vary from club to club.

Specific 4-H Project Guidelines

Cloverbuds Project

All Cloverbud members must enroll in the Cloverbuds project. Cloverbud members are not permitted to enroll or participated in any other 4-H project.

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Shooting Sports Project

Participation & Completion

1. Any 4-H member of 4-H age 8 or older may enroll and participate in the Shooting Sports project.
2. 4-H members are invited to participate in the 4-H Consumer Science & General Project judging day in order to exhibit during the Arapahoe County Fair, as well as, the County Shooting Sports competition. However, neither contest is required for project completion.
3. 4-H members must be enrolled in a shooting sports discipline; i.e., .22 pistol, .22 rifle, air pistol, air rifle, archery, muzzleloading, outdoor skills, shotgun, or western heritage, to compete in that discipline.
4. 4-H members may compete in all disciplines at county and state competitions subject to the requirements outlined in the Colorado 4-H State Shooting Sports Rulebook and Arapahoe County Fair Book.

Colorado Division of Wildlife Hunter Safety Certification

1. A Hunter Safety certificate is mandatory to participate in the Arapahoe County 4-H Shooting Sports program. For hunter safety classes and fees, contact the Colorado Division of Wildlife (CDOW).
2. CDOW Hunter Safety certification is required to participate in the County and State Shoot Competitions.
3. Once a 4-H member obtains a Hunter Safety Certification Card, the number and an image of the card must be entered and uploaded electronically on 4HOnline by the 4-H member by *May 1*.

Animal Projects

Please note that violation of these requirements may result in disqualification of all animal projects for a given year.

Primary Care of 4-H Animal Projects

1. The 4-H member must provide the primary and continuous care of their project animal(s) from beginning to completion of the project.
   a) Primary care means that the 4-H member enrolled in the project takes the majority of the responsibility for the project, with assistance from family members or 4-H volunteer-leaders.
   b) There may be rare circumstances when 4-H members may not be able to provide the necessary care for the animal at a particular time; i.e., illness, short vacations, etc. On such rare occasions, another individual may be called upon to provide secondary care.
2. It is recommended that there is at least a 60 day ownership period for Market Swine, Market Sheep, and Market Goat Projects. It is recommended that there is at least at least a 120 day ownership period for the Market Beef Project. Random checks may be conducted by the Arapahoe County Extension 4-H Agent regarding care and feeding of project animals during the ownership period.
3. The 4-H member should be the only individual to prepare and care for the project animal when it is being exhibited at the Arapahoe County Fair. If a 4-H member needs assistance for safety or educational reasons, another Arapahoe County Extension 4-H member (in good standing), immediate family members, or an Arapahoe County Extension 4-H volunteer-leader may provide it. If the 4-H member receives assistance, the 4-H member must be present, involved, and participating in the activity to learn from the teaching and instruction. The primary work should not be done for the 4-H member.

Animal Ownership

1. Each 4-H member shall own their 4-H exhibit(s). 4-H members must be able to show ownership of market animals. Non-market animals may be co-owned or leased (dog projects cannot be leased).
2. The Arapahoe County Extension Office must approve lease arrangements. The 4-H Lease Contract must be completed and submitted to the Arapahoe County Extension Office.
3. Lease agreements or transfer of ownership must be in effect by *May 1*. Lease agreements are not authorized for market animals.

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Animal Identification

1. All 4-H market animals; i.e., animals produced for consumption, must be individually identified; i.e., ear tags or other identification, at the tag-in date published in the 4-H Newsletter. Tag-in establishes ownership. All market animals must be owned by the established tag-in date. The tag-in date is the only time animals can be nominated for the Colorado State Fair.

2. All market beef, market sheep, and market goats must be retinal scanned for identification purposes facilitated and arranged by the Arapahoe County Extension Office.
3. Horse IDs must be submitted to the Arapahoe County Extension Office by *May 1*.
4. Dog IDs must be submitted to the Arapahoe County Extension Office by *May 1*.
5. In order for animal projects to be eligible to be exhibited at the Colorado State Fair, they must be nominated during tag-in.

Meat Quality Assurance Training Requirements

1. All new and current 4-H members advancing to intermediate (11 years old) or senior (14 years old) 4-H members must complete a Meat Quality Assurance (MQA) workshop if enrolled in any goat, beef, sheep, swine, poultry or rabbit project(s). This must be done at least 45 days prior to the Arapahoe County Fair in order to be eligible to exhibit at the county and/or state fair(s). Proof of compliance must be submitted to the Arapahoe County Extension Office.
2. 4-H members are required to attend an MQA training during their first year in a livestock project regardless of their age. 4-H members must also attend an MQA training when advancing to a new age group (intermediate and senior).
3. 4-H members enrolled in market and/or breeding livestock projects will complete and sign the Wholesome Meat Act Agreement at the Arapahoe County Fair. By signing the agreement, 4-H members indicate their understanding of and compliance with the *Wholesome Meat Act* and the Ten Good Production Practices; i.e., taught during MQA. Additionally, the consequences of failing to comply with the Wholesome Meat Act Agreement may result in removal from all 4-H livestock projects for the 4-H member /family. This agreement must be completed for each livestock project the 4-H member is enrolled in.
4. If the 4-H member is unable to attend an MQA workshop in Arapahoe County, the 4-H member may attend an MQA workshop in another county.

Pork Quality Assurance (Market and Breeding Swine Project Members Only)

PQA certification is accomplished by first attending an MQA workshop. Attending an MQA workshop certifies a 4-H member for PQA for one year. PQA certification can then be renewed by one of two ways:

1. The 4-H member may attend an MQA workshop each year which will provide certification per year.
2. The 4-H member may take a written test at the Arapahoe County Extension Office. The 4-H member must pass the test with at least a 70% score. If the member does not pass with a 70% score or above, the 4-H member may attempt to test twice more. If the three tests yield unsuccessful results, the 4-H member must attend an MQA workshop prior to being recertified. Tests are graded once a week. 4-H members will be notified of the results once graded.

Testing is only available to 4-H members needing to renew their PQA certifications. All initial PQA certifications are accomplished by attending an MQA workshop.

Compliance with Colorado Laws

In compliance with Colorado laws, the tampering with or drugging of livestock and/or sale of adulterated meat is prohibited for all 4-H members enrolled in a 4-H animal project. If legal charges are brought against any 4-H member, they will be suspended from participation in all 4-H livestock activities, pending resolution of those charges. If found guilty, the 4-H member will be prohibited by the Arapahoe County Extension 4-H Program from all livestock projects for one year and characterized as a member not in good standing.

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Animal Forms and Guidelines

1. Code of Show Ring Ethics
   All 4-H animal project members and their parents must agree to the terms and conditions of the Code of Show Ring Ethics Agreement in order to exhibit at any county 4-H competitive event, including the Arapahoe County Fair. This needs to be completed one time annually regardless of the number of animal projects a 4-H member is enrolled in.

2. Animal Care and Housing Form
   All 4-H animal project members and their parents must complete and sign the Animal Care and Housing form. If the animal is housed at the 4-H member's place of residence this form is completed electronically when enrolling through 4HOnline. If the animal is not housed at the 4-H member's place of residence, a hard copy form must be completed during enrollment and submitted to the Arapahoe County Extension Office. If a 4-H member fails to complete the Animal Care and Housing section on 4HOnline, a hard copy must be filled out and submitted to the Arapahoe County Extension Office.
   4-H staff may verify this information by conducting animal site visits

3. 4-H Humane Animal Care Guidelines
   4-H Humane Animal Care Guidelines must be reviewed and practiced by every person enrolled in 4-H animal projects.

4. Helmet Policy
   A certified equestrian helmet with safety harness fastened in place is required in all English classes and Gymkhana events, activities and practice sessions. See the Colorado 4-H Youth Development Policies for a full explanation. All 4-H horse members are encouraged to wear helmets for all horse events.

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4-H Contests, Competitions, and Fairs

Exhibition and Contests

1. Exhibition of 4-H projects in local, county or state fairs is considered a privilege and is voluntary on the part of the 4-H member.
2. Exhibiting 4-H projects provides 4-H members with an opportunity for project evaluation, display for public appreciation, engagement in wholesome competition, and participation in an educational and social environment with peers.
3. As project exhibition is a privilege, it is the 4-H member's responsibility to abide by all rules applicable to the respective 4-H project and exhibition. Not following the established guidelines of the projects will be grounds for exclusion from the exhibition.
4. The Arapahoe County 4-H Fair Book lists 4-H project exhibition requirements. In order for 4-H members to exhibit at the Arapahoe County Fair, requirements must be met. 4-H members should check updated Arapahoe County 4-H Fair Book requirements in the most current Arapahoe County 4-H Fair Book, as there are few changes from year to year.
5. Exhibition requirement for the Colorado State Fair can be found on the Colorado State University Extension website.

Complaints at 4-H Competitive Events

Any complaint seeking restitution or compensation to a 4-H member must be presented in writing and follow the Challenge to Policies and Procedures Regarding 4-H Events and Activities and Fair Treatment instructions. The form must be by accompanied by a $100 deposit made in cash or by cashier check to the Arapahoe County Extension Office within 24 hours of the event. The complaint must state the name of the 4-H member, the exhibit or event in question, and the specific reason(s) for the complaint. The burden of proof resides with the party filing the complaint. The deposit will be returned if the complaint is upheld. The deposit will be forfeited to the Arapahoe County Extension 4-H Program if the complaint is not sustained. Complaints will be reviewed by responsible parties; i.e., the Arapahoe County Extension 4-H Agent, 4-H Program Coordinator, and/or a 4-H Advisory Committee. Decisions made by the responsible party or parties are final. Costs incurred to resolve the protest will be paid by the protester if the protest is not sustained or by the 4-H member if the protest is sustained.

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4-H Liability & Safety Policies

4-H Member and Volunteer-Leader Accident Insurance
The American Income Life Insurance policy carried for injury related accidents for 4-H members and volunteer-leaders is in effect only during authorized volunteer-leader supervised 4-H club events. Only the 4-H members and volunteer-leaders who have enrolled and are active on 4HOnline are covered. The maximum amount of coverage per 4-H member and volunteer-leader is $1,500. Insurance fees are included in the annual enrollment fee.

Liability Insurance
Volunteers participating in official 4-H activities are protected from liability for injuries to others (person or property) by the self-insured liability program of the State of Colorado as long as acts of the volunteer are not willful and wanton.

Special Event Insurance
Special event or activity (tours, day trips, one-day camps, etc.) insurance is also available on a per-day basis. Please contact the Arapahoe County Extension Office for a special event insurance form. Volunteer-leaders are responsible for completing insurance forms and paying necessary fees.

NOTE: All forms of insurance used by Arapahoe County Extension is supplemental insurance. It will not cover pre-existing conditions and may not pay all medical costs.

Chaperoning at 4-H Events
See the Colorado 4-H Youth Development Policies for more information on Chaperoning at 4-H events. Chaperones must be at least 21 years old.

4-H Members Driving Policy
See the Colorado 4-H Youth Development Policies for more information on the 4-H members driving policy.

Child Protection
1. Arapahoe County Extension 4-H staff, 4-H volunteer-leaders, and youth volunteers are expected to report suspected or observed child abuse or neglect.
2. When there is reasonable cause to suspect abuse or neglect, the person who has observed the behavior must report to the Organizational Club Leader and to the Arapahoe County Extension Office within 24 hours.
3. Individuals reporting in good faith are provided immunity from civil or criminal liability.

Alcohol and Drugs
The Arapahoe County Extension 4-H Program has no tolerance for the possession or use of alcohol or other illegal drugs; i.e., any chemical, forbidden by Federal and State laws, that affects the human body or mind when swallowed, breathed in, and/or consumed in another way, at 4-H events. 4-H prohibits the unlawful distribution, dispensation, possession, or use of controlled substances, illegal drugs; e.g., marijuana, and alcohol by youth or adults. For more information, please see the Colorado State University Extension Alcohol Brochure and Policy documents.

Contracts
In the state of Colorado, it is illegal for a minor to sign a legally binding contract even if the individual's parent or guardian also signs. Parent(s) and/or guardian(s) should be the only signing parties on contracts that are intended to be legally binding; e.g. if individuals are leasing horses to 4-H'ers.

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4-H volunteer-leaders should never sign contracts for any engagement, including the use of facilities. Volunteer-leaders are prohibited from signing contracts on behalf of Arapahoe County Extension or the Arapahoe County Extension 4-H Program. If a volunteer-leader needs to have a contract signed, the Arapahoe County Extension Office must be contacted. Arapahoe County Extension 4-H staff will assist with getting the contract signed.

It *is* permissible to have an agreement between Arapahoe County Extension, 4-H, Colorado State University Extension, and Arapahoe County Extension 4-H members regarding behavioral expectations of the youth, as they relate to the care and treatment of animals, keeping records, and exhibiting at the fair.

Social Media
Please contact the Arapahoe County Extension 4-H Agent for policies regarding the use and application of social media including but not limited to the Arapahoe County Extension website, Facebook, Instagram, and YouTube.

Snow/Inclement Weather
To inquire about weather cancellations, please call the Arapahoe County Extension Office. If calling after 4:30 pm, there will be a recorded message if 4-H events should be canceled. The Arapahoe County 4-H Youth Program Facebook page will be updated with cancellation messages, as well. Clubs are urged to make decisions regarding bad weather conditions and communicate that decision to all club 4-H members.

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Communication

4-H Club Support
4-H Staff is available to help new volunteer-leaders get started and answer questions about projects, enrollments, chartering, club meetings, and more. If requested, 4-H staff members may attend first organizational club meetings if requested. New volunteer-leaders should schedule a time to come into the Arapahoe County Extension Office to ask questions, review project manuals, and receive assistance with completing forms.

4-H Newsletters

1. 4-H members and their families should read all 4-H Newsletters and E-Blasts, and emailed information from club volunteer-leaders and the Arapahoe County Extension Office.
2. 4-H Newsletters will be emailed bi-monthly (except for August), as well as posted on the Arapahoe County Extension website.
3. Newsletters will not be mailed. If a family does not have access to email, they should make arrangements with a club volunteer-leader to receive a copy of the 4-H Newsletter at their club meetings. Also, there are copies available for pick up at the Arapahoe County Extension Office.

Contact Information

The 4-H staff at the Arapahoe County Extension Office is dedicated to providing helpful service. To best meet the needs of 4-H members, volunteer-leaders, and the community, the Arapahoe County Extension Office asks that individuals call in advance with questions, concerns, requests, or to schedule an appointment with the Arapahoe County Extension 4-H Agent. Due to Arapahoe County security procedures, all visitors must check in at the front reception desk and the appropriate 4-H staff member will be notified for assistance.

Arapahoe County Extension Office
6934 South Lima Street
Suite B
Centennial, CO 80112

- Office hours: Monday - Friday, 8:00 AM - 4:30 PM
  Closed holidays
- Phone: 303-730-1920
- Fax: 303-730-2764
- Email: csu-extension@arapahoegov.com
- Website: http://arapahoe.extension.colostate.edu/
- Facebook: https://www.facebook.com/csuextensionarapahoecounty4hprogram/

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