

Cass County 4-H Policy Statement

MEO/JH 07-88; Revised 3-90, 3-93, 4-94, 10-95, 10-96, 11-97, 11-99, 11-00, 12-06, 11-07

Membership Qualifications

1. A member must be in the 3rd through 12th grade during the program year.
2. A boy or girl may enroll in the 4-H program at any time during the year by completing an enrollment form. Enrollment forms must be completed by May 15 of the current year for members to be eligible to participate in the Cass County Fair.
 - Iowa Youth Code of Ethics must accompany enrollment form. The Iowa Youth Code of Ethics must be signed by the member and parent/guardian and followed.
 - The Iowa Medical Information/Release form must be completed by the member and parent/guardian. The original form will be kept at the Cass County Extension Office and the club leader will have a copy.
3. A youth may continue participation in the 4-H program as long as the individual finds it to be a meaningful experience. However, there is an upper grade limitation on some activities/events.
4. A member may hold membership in only one 4-H club, county or state. A member shall be enrolled in the county in which he or she lives unless a transfer is approved by the County Extension personnel and county 4-H committees of the two counties concerned. Special individual circumstances must be addressed by Youth Action Committee for approval.
5. A member may join any club in the county to best meet their personal and project needs.
6. Only youth living in Cass County or attending a Cass County school system (Anita, Atlantic, C&M, Griswold) are eligible for membership in Cass County. Special individual circumstances must be addressed by Youth Action Committee for approval.
7. Each year, a member is **expected** to:
 - a. Attend all 4-H meetings.
 - b. Give one educational presentation.
 - c. Complete at least one project according to goal established.
 - d. Complete 4-H Personal Goal Record form by January 1.
 - e. Complete 4-H Record Book by September 15.
8. 4-H classification is determined by current grade in school.
 - Discovery – 3rd & 4th grade
 - Junior - 5th & 6th grade
 - Intermediate – 7th & 8th grade
 - Senior – 9th, 10th, 11th, 12th grade

Independent 4-H Membership

1. Member must complete the 4-H Independent Member Agreement and have this on file at the Extension Office by February 1.
2. Identify an adult mentor (not a parent) to guide and support them in their 4-H project work.
3. Complete one or more community service learning project during the year.
4. Demonstrate their learning by giving a presentation or demonstration before a group.
5. Submit a year end report of 4-H experiences to the mentor (Record Book)
6. Share with their designated mentor six or more times through the year progress on goals and celebrate achievements.
7. Abide by all county, state, and national 4-H policies and recognize the authority of Extension staff to establish and enforce rules and policies.
8. Contribute to the larger 4-H program by participating in county and state programs and activities.
9. Independent members should refer to publications 4H 15b and 4H 15c for additional requirements.

Project Qualifications

1. Third grade members must enroll in Discovering 4-H project only. That project includes bicycle, child development, citizenship, clothing, conservation, electricity, entomology, food & nutrition, gardening/plants, personal development, pet, photography, visual arts, wildlife.
2. Fourth grade members must enroll in Discovering 4-H and may enroll in one additional project not listed above in Discovering 4-H.
3. Member should check requirements in 4-H-200 "Pick a Project" for specific projects. Members may order the publications available in the "Pick a Project", but the member must pay for them.
4. Member must be enrolled in project by May 15 to exhibit at county fair.
5. Members with breeding heifers/cows, horses, dairy cows, and dogs must file a livestock identification report in the Cass County Extension Office by May 15. Feeder calf identification reports are due June 15. Market beef, swine, sheep and goat identification reports are completed at respective weigh-ins.

4-H Clubs

1. Where by-laws or a constitution exist, the following statement will be included in all charters of 4-H clubs: "All youth of 4-H age who are willing to actively participate in a Cass County 4-H club, shall have equal access to the benefits of 4-H youth programs, regardless of their race, color, national origin, religion, sex, age or handicap."
2. Clubs may not vote on a youth's eligibility to be a member of their club.
3. Clubs must have a minimum of 5 members from 2 or more families
4. Clubs may make their own decision to combine.
5. All clubs are encouraged to have monthly business meetings each year. In addition, project leaders should have a minimum of one workshop for small groups enrolled in any particular project.
6. Club dues may be collected on annual basis and used to help pay for special club activities. Amounts may vary within each club, but should be voted on by total membership.
7. At the beginning of each program year (September 1), club members have the responsibility of selecting organizational, project and resource leaders to serve a one year term. Please see additional leader qualifications.
8. The 4-H year runs September 1 to August 31.

Leaders

4-H Club adult leaders will:

1. Complete an enrollment form each year. Please refer to the leader definitions below.
2. Complete a volunteer application and background screening if a new leader.
3. Sign and follow the the “Youth Safety and Well Being” agreement which should be on file at the Extension Office.
4. Promote positive youth development environments for youth that emphasize youth strengths
5. Complete a minimum of two 4-H volunteer trainings by July 15 each year for organizational and project leaders.
6. Provide appropriate supervision of activities/meetings/field trips.

Leader Definitions:

General/Organizational Volunteer and Assistant Club Leader

- Leads or assists in leading a club
- Includes those adults who are the main contacts with the County Extension Office as well as those adults who assist them.
- A caring adult whose work with youth results in establishment of a long-term relationship.
- Positive Youth Development training and risk management training (Leader Training) will be **required** twice a year.

Project Leader

- Meets with club members on a regular basis to assist youth in achieving success in communication, citizenship, leadership, personal life management, and/or project knowledge.
- A caring adult whose work with youth results in establishment of a long-term relationship.
- Positive Youth Development training, and risk management training (Leader Training) will be **required** twice a year.
- Example: holds club workshops; works after each meeting with members on record books; works closely with members to help with a livestock project; etc.

Activity Leader

- Conducts specific club and/or county events or activities
- Volunteer effort is short term, usually a single club event or activity.
- Club organizational leader or project leader is present when working with youth.
- Trained staff or leader helps volunteer understand their role and any risk management issues associated with event or activity.
- Positive Youth Development training, and risk management training (Leader Training) is encouraged but NOT required.
- Examples: coordinate club’s 4-H window display; helps organize club’s Mardi Gras Booth; lines up a speaker for a club meeting.

County Fair Participation

1. During each program year, a member **must attend a minimum of six regular club meetings of their own club** which will include the business meeting, before July 15, to be eligible to show at county fair. Club officers and the organizational leader should determine a member's fair eligibility. **There will be no excused absences.**
2. **New** 4-H members joining in March or later must attend a minimum of three club meetings and give an education presentation.
3. **New** 4-H members joining in May must attend a minimum of two club meetings and give an educational presentation.
4. A member will become ineligible to exhibit at the county level at the end of the calendar year in which they graduate from high school.
5. All 4-H members are to receive premium checks which they have earned. Fairboard may withhold premium money upon rule violation. If members wish, they may leave the money in the club treasury.

Senior County 4-H Youth Council - YC

1. Council members **must** have these minimum qualifications:
 - a. Completed at least two years of club work.
 - b. Be in 10, 11, or 12 grades.
 - c. Plan to remain actively involved with their local club.
 - d. Have a current and completed 4-H record book.
2. Candidates will be interviewed and selected by the Youth Action Committee and retiring Youth Council.
3. Council members may serve two, one-year terms.
4. Members are expected to attend monthly meetings, plus events planned throughout the year.
5. Group plans one major event per month and tries to host activities for all ages and families. (New member party, Share-the-Fun, educational presentation workshop, junior day camp, county convention.)
6. Council members are expected to behave in a responsible and mature manner. They shall represent themselves as good role models.
7. Issues of misconduct will be handled by Extension Service staff and/or the Youth Action Committee.

Intermediate 4-H Leadership Council – YC2

Open to 4-Her's in grades 7, 8, and 9 grades.

1. Members are expected to attend scheduled meetings and activities.
2. Group plans one event during the year for other Intermediates.
3. Council members are expected to behave in a responsible and mature manner. They shall represent themselves as good role models.
4. Issues of misconduct will be handled by Extension Service staff and/or the Youth Action Committee.