

UNIFIED 4-H POLICY STATEMENT

Van Buren County

This statement is prepared for Van Buren County 4-H families for the purpose of clarifying the organizational structure of 4-H within the county in addition to the state and national guidelines.

Membership Enrollment

1. A new member must be in grades 4th-12th at the beginning of the 4-H year, September 1st.
2. All members will be divided into the following 4-H grade groups:
 - a. Junior (4th-5th-6th grades)
 - b. Intermediate (7th-8th grades)
 - c. Senior (9th-10th-11th-12th grades)
3. An active 4-H profile in 4-H Online
4. All members must have a medical form filled out in 4-H Online
5. All members must have signed an Iowa Code of Ethics online
6. New members may enroll any time.
7. New members must be enrolled by May 15 of the current 4-H year in order to exhibit at the Van Buren County Fair.
8. Current members must re-enroll by November 1st for insurance purposes

Club Requirements

1. All clubs are expected to have regular meetings.
2. All clubs must have a minimum of 6 hours of programming.
3. All clubs must have a minimum of five members from three different families. This is the state rule.
4. All clubs must submit the 4-H/Extension Office MOU upon the change of an Organizational Club Leader (OCL).
5. All clubs must follow the Financial Guidelines for Iowa 4-H Clubs and Groups as set forth by the Iowa State University Extension and Outreach.
6. All Clubs must keep their charting status updated
7. All Clubs must submit their club calendar each year, deadline will be determined by CYC and the state template must be used.

Youth Council Policy

1. Each club may have at least one (1) representative on the Youth Council.
2. Club representatives must be at least in 7th-12th grades

Recordkeeping Procedures

1. 4-H records should be kept on a September 1 through August 31 basis
2. Records should be kept from start to finish on a project. This means some records could continue year to year. An example of this is breeding livestock.
3. Refer to Van Buren County 4-H Record Scoring Guide for the guidelines and requirements for record books.
4. A member may use any kind of record cover. Members are not required to purchase the Commercial 4-H cover. They may obtain a free identification sheet from the Extension office to slide into the front pocket. The purchased notebook may be of any color.
5. Records may be submitted in the Audio or Video format.

Recordkeeping Final Grading Procedure

1. A member is to complete records to his/her satisfaction.
2. The OCL is to score the member's performance on the proper section of the score sheet and initial it.

Trip Policy

1. A current enrollment must be in 4-H Online
2. A current medical form must be in 4-H online
3. A current Iowa Code of Ethics must be signed in 4-H online
4. In order to receive money towards a trip a record book must have been completed the year prior- This rule does not apply to 1st year members.
5. Participants who receive money from the council for trips will give a presentation on the trip to the council. Please see CYC for more information

Award Selection Rules

1. A member must submit 4-H records to the Extension office to be considered for any award or scholarship.
2. Specific 4-H awards shall be given according to achievements in a specific project.
3. A member is required to carry a project two years (does not have to be consecutive years) before the project medal can be presented to them. If a member has done well in year one (1), a committee of two (2) leaders and an extension council member with the final approval of the Extension Council will review the eligibility of the award. A member must carry the project in the year it is applied for.
4. Any member meeting this criterion regardless of age may be eligible for county awards.
5. For a member to be eligible for the monetary livestock award, they must have received the county and/or state medal in the current year of application or in previous years. First consideration for the \$50 award should go to older members if they are of equal qualifications.
6. For a member to receive the All-Around Visual Art, Food, Clothing or Home Improvement Award, they must have received the county or State medal first in either the current year of application or previous years.
7. The Outstanding 4-H Members must be at least a Junior or Senior in High School during the respective award year. An application sheet is to be completed by each applicant, this sheet may be 1 page front and back. This sheet will receive a number and copies will be made for the selection committee.
8. To be eligible for consideration for area awards, a member must have completed and turned in their 4-H records the previous year.
9. If a record book is not completed the 4-H'er will only receive a 4-H certificate.

Van Buren County Eligibility Policy

The Van Buren County Eligibility Policy is based on the Iowa 4-H Youth Development Participation Policy 4H 14.

Van Buren County Fair Book Eligibility Rule

As the Van Buren County Fair Book states under 4-H & FFA General Rules & Regulations, to be eligible to exhibit at the Van Buren County Fair, 4-Hers must be an enrolled member in good standing. 4-H membership is defined as an enrolled youth program member. **Youth must attend 6 Van Buren County 4-H activities, three of which must be club meetings to exhibit at the Van Buren County Fair.** For further clarification, the Extension has a document that outlines approved activities which will earn you credit toward your 3 club meetings as well as county activities. The final decision is made by the Van Buren County Extension Council.

Club Meetings

Primary Club Meeting and Special Interest Clubs- 3 Club meetings minimum- Members must select their club(s) on 4-H online for participation to count. Participation is recorded by the club secretary. **If a youth attends more than 3, they will be closer to meeting the 6 activities (example 6 club meetings they have met the requirements).** Members will receive **1 credit for every club meeting attended** for youth primary club selected in 4Honline. All clubs must have an active charter in 4-H Online. Members may be enrolled in a primary club and/ or special interest club(s). Special interest clubs include (Sharp Shooters) If a Van Buren County 4-Her is enrolled in a special interest club on 4-H Online, they will receive **1 credit for every special interest club meeting attended**, youth may choose to only be in a special interest club.

Service Learning

Community Service- This may count as a club meeting or a county event depending on who organizes the community service project. Including an educational component is highly recommended. This can be discussed with the County Youth Coordinator in advance of service participation.

- Example: The club decides to hold a community service day at a food pantry. While at the food pantry, they take a tour of the facility, learn about how the local community is affected by hunger, how the food pantry works, and then sorted food. This would be an example of including an educational component with the community service project. Attendance should be recorded and counts as **1 credit toward club meetings.**
- Example: County Fair Clean-up day. This is a county event and counts as **1 credit toward county activities.**

These are County/State events that count towards the requirement Project Workshops & Events

Workshops

- Throughout the year, clubs, superintendents, leaders, Fair Board, and the Extension office may host project workshops in various project areas.
- YQCA training will count as 1 credit, if attend the instructor led training.
- These hours are recorded by a sign in sheet maintained by the workshop leader and turned in to the office to be kept by the Van Buren County Youth Coordinator. Signing in is your responsibility. If you do not sign in, it will not count.

County Events Some approved examples include:

- Youth Council Sponsored Events: Attendance will be recorded on a sign in sheet.
- Fair Clean up, New Family night, any help night offered by the CYC (record books, fair entry): Attendance will be recorded on a sign in sheet.
- Youth Council members will receive **1 credit toward county activities** for the whole year of participation. See Youth Council Policy for more information on youth council participation.

Camps & Conferences

Day Camps

- Van Buren County and surrounding counties offer day camps which are 6 hours in length.
- If attending another county's day camp, the 4-Her must work with the County Youth Coordinator in Van Buren County to be sure the proper records are kept.
- If you are an 8th grader or older and would like to help at a day camp, this would count as **1 credit toward county activities**. Prior approval is required.

Conferences, Trips, Overnight Camps count as **1 credit per day toward county activities**

- Attendance recorded and kept by the County Youth Coordinator.
- Examples include, but are not limited to: Iowa 4-H Youth Conference, CWF trip, State 4-H camps

Petition option- May 1st Deadline

- If a 4-H member is concerned about achieving the minimum required club meetings and county activities, they should contact the County Youth Coordinator for a petition form **due by May 1st** and then present a 5-10 minute presentation to the Van Buren County Extension Council on how the 4-H member requests to achieve eligible status prior to fair. For example, if the 4-H member attends a two-day camp, they could request to earn 3 credits instead of 2 for that camp due to the time involved. Petitions should only be used as a last resort, if absolutely necessary. Petitions will be reviewed by the County Youth Coordinator and Extension Council. The Van Buren County Extension Council will make the final decision.

- If a member is unable to petition youth will be required to complete 2 hours community service at the fairgrounds and duties assigned from CYC for each item they are short. This must be completed by the Monday the week of county fair. If the youth is participating in an event prior to Monday they must complete 1 day prior to that event. The most a member can make up is 2 items.