

Procedures for 4-H Judging Teams

Traveling to National 4-H Judging Contests

4-H FOUNDATION SUPPORT:

The North Dakota 4-H Foundation provides funds to help with expenses to participate in the designated national 4-H judging contests when the teams have earned the opportunity through the state 4-H judging contest. The North Dakota 4-H Foundation Board of Directors must approve these funds through their budget annually. Funds should be requested with a letter or email to ND 4-H Foundation director listing National event, dates, and participants attending. Copy state specialist working with the state contest. Currently the funds are awarded as follows:

\$1,000 is provided to the first place team in each of the following official state 4-H judging contests:

Contest	State Event Location/Month	National Event Location/Month
Consumer	ND State Fair, Minot/July	Western 4-H Roundup, Denver/January
Dairy Judging	NDSU Dairy Barn/June	World Dairy Expo, Madison/September/October
Hippology	NDSU Equine Center/April	Western 4-H Roundup, Denver/January
Horse Quiz Bowl	NDSU/April	Western 4-H Roundup, Denver/January
Horse Judging	NDSU Equine Center/April	Western 4-H Roundup, Denver/January
Land Judging	Varies/Land Judging	National Land & Range Judging Contest, Oklahoma City /May
Livestock Judging	NDSU/March	North American International Livestock Expo, Louisville/November
Meat Judging	NDSU Meat Lab/June	Conjunction with American Royal, Manhattan, KS/October
Range Judging	Varies/September	National Land & Range Judging Contest, Oklahoma City/May
Shooting Sports Archery Shotgun Air Rifle	ND 4-H Camp Washburn/Varies Bismarck/August Devils Lake/March	National Shooting Sports Contest, Grand Island, NE/June

Staff members who travel for this purpose must seek approval for out-of-state travel. Estimate total expenses for transportation. On the request form, indicate how the transportation expenses will be paid (from county and/or private funds, no state funds are available). The judging team and county Extension staff need to decide in advance how the transportation expenses will be paid.

If using a State Fleet vehicle:

1. If an adult volunteer is intended to drive the vehicle for any part of the trip approval is required. Complete the [Volunteer \(Non-State Employee\) Request to Operate State Vehicle](#) form. This form is required for a driver's license check through the Office of Risk Management in Bismarck. It states on the form to allow a minimum of two weeks for processing. This step must be completed BEFORE the following steps. The nonemployee/volunteer authorization is good for one year.

2. The County office calls the state fleet office to request the vehicle and obtain the "Reservation ID". A list of State Fleet offices is available at:
<http://www.dot.nd.gov/divisions/fleet/docs/dispatchsites.pdf>
3. Complete and sign the [Motor Pool Reservation Form](#) and mail, fax, or scan/email to your appropriate District Directors Office for fund numbers and further routing and approval.
4. Youth who are participating in a learning opportunity, including officially representing North Dakota 4-H at a National 4-H Judging Contest, is an allowable activity for utilizing state fleet vehicles. Complete the ["Request for Authorized Academic Use of State Fleet Vehicles"](#) and sign if there are students traveling in the vehicle. Students include elementary, middle, high school and college students. An email confirmation will be sent to the email address provided on the form.
6. A valid driver's license must be presented at time of vehicle pick up.

If using another mode of transportation:

Automobile Insurance

Volunteers must rely on their own auto policy for protection when working in an Extension youth program. It is recommended that all Extension volunteers and paid staff review their personal property liability coverage and consider a personal and family umbrella liability policy. Volunteers must also have liability insurance coverage to at least meet North Dakota state law. Refer to the N.D. Department of Insurance website for the coverage and minimum limits mandated by law at: <https://www.nd.gov/ndins/consumers/auto/>

Safe Operation of Motor Vehicles, Machinery and Equipment

Anyone who transports youth to participate in Extension youth program activities and events must possess a valid motor vehicle operator's license.

NDSU Extension Service prohibits the use of large passenger vans (capacity of 11 persons or more, including the driver) for the transportation of youth participation in NDSU Extension programs. This decision is based on National Highway Traffic and Safety Administration's (NHTSA) statute that vans of this size do not meet federal requirements as a school bus because of risk to occupants during certain driving conditions. Youth participating in NDSU Extension Service programs must be transported in a school bus or passenger vehicle that carries ten occupants or fewer, including the driver. Effective November 1, 2017.

Volunteer and paid staff must operate vehicles in safe ways, using common sense and good judgment, following accepted operating procedures, and obeying traffic laws including use of seat belts. Overloading vehicles or using vehicles not designed to transport multiple passengers is unacceptable.

Adults are role models. They are responsible for the safety of youth they work with and influence the development of lifelong safety habits in youth program participants.

Rental Vehicles

Please refer to the [State Fleet and Rental Vehicles Guidelines](#) for NDSU's Guidelines regarding rental vehicles.