



NORTH DAKOTA 4-H POLICY MANUAL



NORTH DAKOTA STATE UNIVERSITY

Table of Contents

| | | |
|--------|---|----|
| 1. | North Dakota 4-H Policy | 4 |
| 1.1. | 4-H Policy | 4 |
| 1.1.1. | Failure to Follow | 4 |
| 1.2. | Approval of North Dakota 4-H Policy | 4 |
| 1.3. | County Policy and Rules | 4 |
| 1.4. | Lead Roles and Responsibilities..... | 5 |
| 1.4.1. | Center for 4-H Youth Development..... | 5 |
| 1.4.2. | County Chair | 5 |
| 1.4.3. | County 4-H Contact | 5 |
| 1.5. | Grievances | 5 |
| 1.5.1. | State Event Grievance Process | 5 |
| 1.5.2. | County Grievance Policy | 6 |
| 2. | Membership / Enrollment..... | 8 |
| 2.1. | 4-H Year | 8 |
| 2.2. | Open Enrollment | 8 |
| 2.3. | Age..... | 8 |
| 2.3.1. | Cloverbud Program..... | 8 |
| 2.3.2. | Regular Members | 9 |
| 2.3.3. | Special Circumstances | 9 |
| 2.4. | Enrollment | 9 |
| 2.5. | Enrollment in More than One Club or State..... | 9 |
| 2.6. | Split Membership | 9 |
| 2.7. | Cross-County Line Enrollment and Exhibiting | 10 |
| 2.8. | Individual Membership..... | 10 |
| 2.9. | District, State, and National Events..... | 10 |
| 2.10. | Equal Protection | 10 |
| 3. | Program Structure | 11 |
| 3.1. | Program Basics | 11 |
| 3.1.1. | Local and County 4-H Programs | 11 |
| 3.1.2. | Guidance Under Extension Service..... | 11 |
| 3.1.3. | Name and Emblem | 11 |
| 3.2. | Delivery Methods | 11 |

| | | |
|--------|---|----|
| 3.2.1. | 4-H Clubs..... | 11 |
| 3.2.2. | Special Interest/Short-term..... | 11 |
| 3.2.3. | Camping..... | 11 |
| 3.2.4. | School Enrichment..... | 12 |
| 3.2.5. | After School Programs..... | 12 |
| 3.2.6. | Independent Membership..... | 12 |
| 3.3. | 4-H Club Structure | 12 |
| 3.3.1. | Club Charter..... | 12 |
| 3.3.2. | Guidelines for a 4-H Club..... | 12 |
| 3.4. | 4-H Volunteers..... | 13 |
| 3.4.1. | Adult Behavioral Expectations..... | 14 |
| 3.4.2. | Suitable Volunteers | 14 |
| 3.4.3. | Discipline or Removal of Volunteers | 14 |
| 4. | Youth Protection and Safety..... | 15 |
| 4.1. | Youth Protection..... | 15 |
| 4.2. | Supervision Ratios | 15 |
| 4.3. | Anti-bullying | 15 |
| 4.4. | Alcoholic Beverages and Illegal Drug Use..... | 16 |
| 4.5. | Liability..... | 16 |
| 4.5.1. | Personal Liability Insurance | 16 |
| 4.5.2. | Motor Vehicles, Machinery, and Equipment..... | 17 |
| 4.5.3. | Accident and Illness Insurance | 17 |
| 4.5.4. | Health Forms | 18 |
| 4.6. | Equine Helmet Policy..... | 18 |
| 4.7. | Handling and Care of Animals | 18 |
| 4.8. | Shooting Sports Program..... | 18 |
| 4.8.1. | Certification Requirement | 18 |
| 4.8.2. | Visitors / Presenters | 18 |
| 4.8.3. | Supervision Ratios | 18 |
| 4.8.4. | Equipment Storage | 19 |
| 5. | Financial..... | 20 |
| 5.1. | 4-H is a Public Organization..... | 20 |
| 5.2. | Use of Name and Emblem | 20 |
| 5.3. | Official 4-H Entities | 21 |
| 5.4. | Employer Identification Number (EIN) | 21 |

| | | |
|---------|--|----|
| 5.5. | Expectations of 4-H Clubs / Groups..... | 21 |
| 5.6. | Money Management is a Learning Opportunity | 21 |
| 5.7. | Premium Sales | 22 |
| 6. | Contests and Exhibitions in Educational Programming..... | 23 |
| 6.1. | North Dakota 4-H Contest and Exhibition Rules | 23 |
| 6.1.1. | Official Participation | 23 |
| 6.1.2. | Entries..... | 23 |
| 6.1.3. | Age Divisions..... | 23 |
| 6.1.4. | Dress Code..... | 23 |
| 6.1.5. | Number of County Participants | 23 |
| 6.1.6. | Teams | 24 |
| 6.1.7. | Scoring | 24 |
| 6.1.8. | Eligibility | 24 |
| 6.1.9. | Approval | 24 |
| 6.1.10. | National Contest Participants..... | 24 |
| 6.1.11. | Multi-County Teams | 24 |
| 6.1.12. | Shooting Sports | 24 |

1. North Dakota 4-H Policy

4-H is authorized by the U. S. Congress, and at the federal level, is the responsibility of the U. S. Department of Agriculture (USDA), National Institute for Food and Agriculture (NIFA). The authority for the program is assigned to the state's land grant university (North Dakota State University) and the Extension program. USDA establishes regulations related to the use of the 4-H Name and Emblem and accountability standards related to program quality and accountability, access, equity and opportunity; and, Learning that's a part of the 4-H program. NDSU Extension's 4-H Youth Development Program has the responsibility and authority to define what is and is not a 4-H educational program. It also authorizes counties to use the federally protected 4-H name and emblem, and establishes statewide policy and accountability for the 53 NDSU Extension field offices where 4-H is conducted.

1.1. 4-H Policy

4-H Policy provides a consistent framework for the 4-H youth development program to be conducted in North Dakota. The Policy Manual guides the expectations for the management of the 4-H program. Policy is created to ensure that 4-H programming is consistent, fair and legal. All Extension staff and volunteers representing North Dakota State University Extension have the responsibility to support and implement the North Dakota 4-H Policy. 4-H participants and families are responsible for following the policy.

1.1.1. Failure to Follow

Failure to follow policy could result in the loss of authorization to use the 4-H name and emblem; dismissal from a 4-H event or activity, or dismissal from the 4-H program as deemed appropriate by North Dakota State University Extension Administration.

1.2. Approval of North Dakota 4-H Policy

4-H policy is supported by North Dakota State University Extension Administration and is the official policy of the North Dakota 4-H Youth Development program. The original version of this document was reviewed and affirmed by a 4-H policy advisement group who represented each of the sub-committees of the NDSU Extension 4-H Program Planning Team.

Accountability to the Policy: All North Dakota State University Extension staff, volunteers and youth must adhere to these policies.

1.3. County Policy versus State Policy:

All University and County Extension Staff and volunteers representing North Dakota 4-H have the responsibility to support and implement North Dakota 4-H Policy. 4-H participants and families are responsible for following the policy.

Policies of the local 4-H program will not contradict, violate or supersede the North Dakota State University Extension or National 4-H policies.

The following questions will determine if county policies are consistent with the North Dakota State University, national and state 4-H policies:

Does it contradict state and/or national policy? Does it discriminate against a 4-H member or volunteer? Does it honor the role of 4-H as the premiere youth educational organization? Does it keep youth first? Are there any special circumstances? In 10 years, what difference would it make?

1.4. Lead Roles and Responsibilities

1.4.1. Center for 4-H Youth Development

In North Dakota, the 4-H program is conducted under the authority of NDSU Extension and the United States Department of Agriculture. The Center for 4-H Youth Development is the state level entity with primary responsibility for the 4-H program working in partnership with other program areas and the administrative leadership of Extension.

1.4.2. County Coordinator

The County Coordinator is responsible for the county 4-H youth development program to be in compliance with the Federal and State laws; and, Federal, State, University, and Extension policies under the authority of NDSU Extension.

This is a shared responsibility with the county 4-H contact when a different Extension staff member serves in that capacity.

1.4.3. County 4-H Contact

The county 4-H contact is responsible for leading the county 4-H youth development program in compliance with Federal and State laws; and, Federal, State, University, and Extension policies under the authority of NDSU Extension. This responsibility also includes providing primary leadership for the planning, implementing, and evaluation of the 4-H youth development program in the county they serve. This includes managing the flow of information from the federal/national and state entities also responsible for the 4-H program.

1.5. Grievances

Differences in opinions will exist in any program. To ensure consistency and fairness, a written grievance process helps to respond to and resolve 4-H issues and complaints in a manner which teaches good character, life skills and positive youth development.

1.5.1. State Event Grievance Process

- Grievances will be submitted in writing and signed by a youth participant. The grievance must be given to the 4-H Event Management Team within five hours after the conclusion of the show/event. Grievances made before the show/event takes place must be brought to the event management at least two hours before the show/event to provide time to address the concern. Please see individual event guidelines for any procedural differences.
- The written grievance submitted to the 4-H Event Management Team must include:
 - Name(s) of person(s) involved
 - Nature of concern(s)
 - Situation and documentation
 - Specific action, rule, etc., in question
 - Request for correction
 - Additional person(s) the committee may contact for further clarification

- Procedures and/or steps carried out by persons involved prior to submission of the grievance to the 4-H Event Management Team.
- All grievances must be accompanied by a deposit of \$25, which shall be returned to the complainant if sustained, and if the grievance is not sustained, then said sum shall be forfeited.
- The committee will review the written protest within 48 hours. They may discuss the situation with affected persons and show/event officials. Recommendations will be developed, followed, and communicated both verbally and in writing to the group or individual affected.
- In cases of protest, the exhibitor/participant may be allowed to compete. Results of the competition will be subject to change based on the outcome of the grievance process. This allows for smooth operation of the show/event and facilitates appropriate processing of the grievance.
- The 4-H Event Management Team reserves the right to withhold or change any award. The exhibitor may be excluded from the show if action warrants.
- Grievances related to judges' integrity, decisions, placings, or other evaluations will not be accepted.

1.5.2. County Grievance Policy

Counties should establish their own grievance procedure. Following are recommended procedures for the development of a county grievance policy. It is recommended that counties remain consistent with the process defined at the state level. A grievance may typically be filed around a competitive event, but other issues may arise in which this policy could be used.

- The Extension Agent(s), together with the local 4-H Council and/or a local 4-H Council Grievance Committee, has the authority to make appropriate decisions on local 4-H disputes. These decisions will be formulated using state and national policy as formulated by this policy or as dictated by law. The local Council/committee is the final level in the appeal process.
- All protests must be submitted in writing and signed by a youth participant.
- The written grievance must include:
 - Name(s) of person(s) involved
 - Cause of complaint or appeal
 - Situation and documentation
 - Specific action, rule, etc., in question
 - Recommendations for correction
 - Additional person(s) the committee may contact for further clarification
 - Procedures and/or steps carried out by the person involved prior to submission of the protest to the Grievance Committee.
- The grievance will be acknowledged after receiving the written grievance and will be responded to in a timely manner.
- Grievances related to judges' integrity, decision, placings or other evaluations will not be accepted.

- (Optional) A \$25 deposit will accompany the written grievance, which will be forfeited if the youth does not attend the grievance resolution meeting. The deposit will be returned upon completion of the process.
- The committee will review the written grievance. They may call for a face-to-face meeting with affected persons and event leadership to discuss the situation and the official ruling. Recommendations will be developed, followed, and communicated both verbally and in writing to the individual or group affected.
- In cases of protest, the 4-H member/parent/leader may continue to participate. Results of participation will be subject to change based on the outcome of the grievance process.

The Grievance Committee and Event Leadership reserves the right to withhold or change any award. The 4-H member/parent/leader may be excluded from 4-H if action warrants.

2. Membership / Enrollment

2.1. 4-H Year

The North Dakota 4-H year begins on September 1 and ends on the following August 31.

2.2. Open Enrollment

Eligible youth may enroll in North Dakota 4-H Youth Development programs at any time of the year. Enrollment is managed through 4honline, NDSU Extension's web-based enrollment system for 4-H. It is closed for a few days following the conclusion of the previous 4-H year (August 31) for updates and enrollment is not available during this time. Enrollment includes meeting other expectations including paying the state program fee and meeting other county expectations.

A satisfactorily completed enrollment includes:

1. Agreement to Youth Participation Expectations (Code of Conduct)
2. Agreement to complete Evaluations used to determine program effectiveness and to promote the program.
3. Agreement to use child's name/photograph in publications, advertisements or news articles pertaining to 4-H activities.
4. Permission to seek medical and/or hospital care due to illness or injury.
5. Release of liability in consideration of being permitted to participate in 4-H.
6. Acknowledgment that all contact and health information requested is private but can be used to help ensure safe participation in the 4-H program and to provide information to the youth who is enrolled and their family.

Select events and project activities may have specific enrollment deadlines for participation and must be met for participation.

Counties may also establish reasonable enrollment deadlines for participation in certain events or programs when a deadline is necessary to ensure educational integrity and/or safety.

2.3. Age Requirements

4-H Youth Development programs are open to all youth between the ages of 5 and 18 regardless of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable and determined by the current policy of North Dakota State University.

2.3.1 4-H age

4-H age is the age of the participant as of August 31, prior to September 1, the start date for the North Dakota 4-H program.

2.3.1. Cloverbud Program

Youth who are 5-7 years old before September 1 or are in Kindergarten through second grade may enroll as a Cloverbud. Developmentally appropriate programs should be designed to meet the unique needs of Cloverbuds.

The Cloverbud program is noncompetitive. There is no judging or evaluation, including judging against standards or against other participants, either individually or for a group effort. Cloverbud participants are not eligible to participate in state contests and events.

Cloverbud members do not participate in project-specific events that include judging components for traditional club members.

Cloverbud members do not select on-going projects of any kind, including animal projects, nor do they participate as competitive exhibitors with animals, large or small. For safety, Cloverbud members participating in hands-on activities, exhibitions or demonstrations which involve animals will use an animal they have experience with and under the close supervision of an adult.

2.3.2. Regular Members

Youth who are eight years old before September 1 and/or in third grade are eligible to join. Any youth who becomes 19 before September 1 is not eligible for 4-H membership or participation, except as a volunteer leader.

2.3.3. Special Circumstances

Age requirements are flexible for special circumstances involving youth or adults who have special needs/disabilities. 4-H educational programs need to be sufficiently flexible to allow participation of youth with physical and/or mental challenges. For assistance in evaluating what actions might be necessary or appropriate regarding accommodations due to special circumstances contact the state 4-H office.

2.4. Enrollment

Youth must have a complete and current active enrollment in 4Honline including enrollment in at least one project to be eligible to participate in exhibitions and contests for 4-H members unless specific rules for the event permit participation of non 4-H members.

2.5. Enrollment in More than One Club or State

A 4-H member may enroll only once in a 4-H project each 4-H year. 4-H members may enroll in more than one club but may not carry the same project in different clubs. The same regulation applies if the member belongs to a second club in a different county or state.

2.6. Split Membership

Youth who live for part of the year in one county or state and change residences so that they live in a different county or state during part of the year (i.e. live with one parent for nine months and another parent for three months) will be accepted into the ongoing 4-H program and be considered as having a split membership. Any youth who moves into a North Dakota county on a permanent or temporary basis must be accepted into 4-H programs. Adults who work with youth development programs need to consider the individual child and how participation in a youth development program can benefit that youth. Efforts must be made to accommodate all youth interested in participating in 4-H youth development programs.

2.7. Cross-County Line Enrollment and Exhibiting

NDSU Extension recognizes 4-H members of the county in which they are enrolled in 4-H irrespective of their place of residence. If 4-H members are enrolled in more than one county, they will exhibit project work in the county in which they are enrolled in that project. Exhibiting project work in other counties is allowed only when those counties allow participation from other counties.

2.8. Individual Membership

Individual membership or study is for those youth who cannot participate in a club because of a disability, geographical distance, religious or other special circumstance. Members need to outline a plan for a project, carry it out and have it evaluated. Whenever possible, individual members need to be subject to the same general policies that are in effect for club members.

2.9. District, State, and National Events

Participation in District, State & National Events will be based upon the age established for the event.

2.10. Equal Protection

Using the Civil Rights Act of 1964 and subsequent legislation as a guide, Extension volunteers and paid staff must be fully committed to equal opportunity in educational programs and activities for all individuals consistent with NDSU's non-discrimination policies. Those representing Extension must make sure programs are equally accessible to anyone desiring to participate. They should use all reasonable efforts to make individuals who have not participated feel welcome.

USDA Guidance: Title IX & 4-H Youth Development

Previous to 2017, 4-H National Headquarters, NIFA/USDA posted a Title IX and 4-H Youth Development Factsheet. In 2017, USDA enacted a new version of its Title IX regulations that accord with the common rule developed by the U.S. Department of Justice in 2000. USDA is currently reviewing Title IX enforcement related to students using the federal Department of Education standards. USDA Secretary of Agriculture Sonny Perdue cited alignment with the Department of Education because it is the lead federal agency with respect to Title IX enforcement involving students..."

A new USDA/NIFA fact sheet will be communicated and posted once it is released.

Inclusive & Diverse Learning Experiences

http://nifa.usda.gov/sites/default/files/resource/Inclusive_Diverse_Learning_Experiences.pdf

2.11 Married Youth

Married individuals who meet age requirements are eligible to fully participate in the 4-H program and are eligible for all benefits therein.

3. Program Structure

3.1. Program Basics

4-H Youth Development programs at all levels in North Dakota are conducted under the authority of NDSU Extension and the United States Department of Agriculture

3.1.1. Local and County 4-H Programs

Local & County level 4-H Youth Development programs and 4-H Youth Development volunteers are accountable to the North Dakota State University Extension professionals responsible for 4-H Youth Development programs.

3.1.2. Guidance Under NDSU Extension

4-H Youth Development groups/clubs and volunteers operate under the guidance and control of NDSU Extension.

3.1.3. Name and Emblem

Use of the 4-H name and emblem is protected by law, and controlled by NDSU Extension and USDA.

4-H Name and Emblem User Guide 2014

<https://nifa.usda.gov/4-h-name-and-emblem>

3.2. Delivery Methods

Youth may participate in the North Dakota 4-H Youth Development program through:

3.2.1. 4-H Clubs

Organized club, elects officers, holds regular meetings

3.2.1.1. *Community Club – membership is based on the community (i.e. living in a common area)*

3.2.1.2. *Project Club – membership is based on common interest, usually focused on one project.*

A 4-H club is an organized group of youth, led by an adult(s), for a long-term, progressing series of educational experiences. The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence and generosity. These Essential Elements are incorporated with the educational opportunities tied to the Land Grant University knowledge base to form the 4-H youth development program. 4-H clubs meet in any location; typically have elected officers and a set of rules approved by the membership to govern the club.

3.2.2. Special Interest/Short-term

Groups of youth interested in a specific topic or activity, may meet regularly for the activity, but do not elect officers and generally do not hold business meetings

3.2.3. Camping

Programming held in a camp-like setting, not limited to outdoor activity

- 3.2.3.1. *Day camp – may be one day or more, participants go home each day*
- 3.2.3.2. *Overnight camp (residential) – participants stay overnight at least one night (residential) away from home and is not restricted to members of organized 4-H clubs.*

3.2.4. School Enrichment

The Programming is usually delivered to groups of youth in a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. Involves direct teaching by Extension staff or trained volunteers, including teachers.

3.2.5. After School Programs

The Programming is offered to youth outside of school hours, usually in a school or community setting, utilizing 4-H curricula. Experiences that offer a 4-H club method should be reported as as a 4-H afterschool club.

3.2.6. Independent Membership

Planned learning occurs independently of a formal group setting such as a 4-H club. This may be an individual or family learning effort. 4-H encourages participating in club/group settings to promote friendship and interaction with other youth and adults. For some youth, this is not always possible.

3.3. 4-H Club Structure

3.3.1. Club Charter

North Dakota State University Extension grants 4-H Club Charters, which formally recognize a club's affiliation with 4-H, and grants that club the permission to use the 4-H Name and emblem. 4-H Charter and Charter renewals provide documentation that a 4-H Club complies with state and federal laws and federal, university and state 4-H policies and guidelines.

Charters: The Key to Official Recognition

https://nifa.usda.gov/sites/default/files/resource/fact_sheet_4h_charter.pdf

3.3.2. 4-H Club Standards

3.3.2.1. *Organizational Structure*

The 4-H Club is one of the organized delivery methods utilized to carry out NDSU Extension's 4-H youth development program. A club must consist of at least five (5) youth from three (3) different families between the ages of five and 18 and organized with elected officers such as president, vice president, secretary and treasurer.

As an organization, youth join 4-H and the adult volunteers are approved to serve as leaders to create a safe environment for learning through effective youth-adult relationships. As part of a high-quality 4-H experience, youth are expected to:

- Select projects for in-depth study
- Record what they learn (record books)
- Attend meetings regularly and be active participants
- Complete community service projects (or become involved in a group community service project)
- Participate in some form of public presentation

- Have projects evaluated (usually part of a 4-H achievement days or a fair)

3.3.2.2. *Operational Requirements*

Club agrees that it will at all times remain a 4-H Club in good standing with NDSU Extension through the _____ County Extension Office and will operate in a manner consistent with the North Dakota 4-H Charter and all other requirements for 4-H Clubs, including Financial Guidelines and other items updated from time to time. Club will abide by policies and practices required by NDSU Extension. Failure to follow such requirements, policies and practices may result in revocation of Club's 4-H Charter and/or this agreement. Revocation of the 4-H charter usually results in disbanding.

4-H Clubs in Good Standing

https://workspaces.ndsu.edu/fileadmin/4h/Staff_Resources/ClubInGoodStanding.pdf

Suggested Form for a 4-H Club Constitution and Bylaws

<https://www.ndsu.edu/fileadmin/4h/ClubMaterials/ConstitutionByLaws.pdf>

3.3.2.3. *Programs and Activities*

In accordance with NDSU Extension requirements, Club endeavors to provide a variety of learning experiences and to conduct programs and activities that further the purposes and objectives of 4-H. Club will make available to the NDSU Extension information regarding Club meetings, programs and other activities. NDSU Extension may send representatives to observe such programs and activities, as necessary for meeting its obligations.

3.4. 4-H Volunteers

Volunteers play an important role in fulfilling the mission of 4-H, which is to create supportive learning environments for youth and adults to reach their full potential as capable, competent and caring citizens. While volunteerism is crucial to the success of 4-H, it is a privilege, not a right. Youth volunteers may help as teen club leaders or co-leaders under the direction of an adult volunteer.

Adults who serve as volunteer leaders must enroll via 4honline. For adults who are becoming volunteers for the first time, the enrollment process includes a volunteer screening. All adults working directly with 4-H youth are required to complete NDSU Extension's Youth Protection Screening process **before** they begin to serve.

The satisfactorily completed enrollment includes:

1. Youth Protection Certification (New adult volunteers must apply, be screened, approved and trained to serve as an NDSU Extension volunteer).
2. Completing enrollment via the 4honline enrollment system.
3. Agreement to Adult Behavior Expectations and Code of Conduct.
4. Agreement to media release.
5. Release of liability through NDSU's Assumption of Risk and Release Statement.

3.4.1. Adult Behavioral Expectations

All adults wishing to become or continue as a volunteer must comply with NDSU Extension Youth Development Programs Adult Behavioral Expectations.

Adult Behavioral Expectations

<https://www.ndsu.edu/fileadmin/4h/YPP/pb400.pdf>

3.4.2. Suitable Volunteers

NDSU Extension has the authority to decide whether or not a person is suitable to serve as a 4-H Youth Development volunteer.

3.4.3. Discipline or Removal of Volunteers

NDSU Extension has the authority to discipline or remove volunteers.

4. Youth Protection and Safety

NDSU Extension is committed to creating a safe environment for youth to reach their full potential as capable, competent and caring citizens. It has put in place policy and best practices to support this. Volunteers play an important role in fulfilling the mission of 4-H. These policies and best practices apply to volunteers and staff working with youth.

A Framework for Best Practices in Youth Protection

<http://nifa.usda.gov/sites/default/files/resource/Youth%20Protections%20v.2013.pdf>

4.1. Youth Protection

In North Dakota, volunteers with the NDSU Extension are considered “unpaid staff” when they are functioning in an official capacity on behalf of NDSU Extension. Volunteers (age 18 and over) who want to work directly with youth on a regular basis (more than a one-time interaction), or chaperone an overnight activity must apply, be screened and approved, and enroll in 4hOnline. Potential volunteers cannot assume volunteer responsibilities and be enrolled as a volunteer until the screening and approval process is complete. Approved adult volunteers must be recertified every six (6) years.

Paid staff and volunteers should be alert to the physical and emotional well-being of youth under their supervision. Signs of injury or suspected child abuse or neglect should be reported.

Reporters mandated by state law are all paid Extension staff as well as most medical staff, school professionals, teachers and administrators, counselors, social workers, child care workers, law enforcement officers and clergy. Mandated reporters who suspect child abuse or neglect and fail to report that suspicion can be charged with a class B misdemeanor. Extension volunteers are encouraged to report child abuse. NDSU form PB 404 (Form J)

4.2. Supervision Ratios

There will be a minimum of one responsible adult (at least 18 years old) for every 8 youth age 5-7 and for every 10 youth age 8 and older, for any NDSU Extension youth-related activities involving an overnight stay. The youngest responsible adult should be at least three years older than the oldest participant.

4.3. Anti-bullying

NDSU Extension’s purpose is to empower North Dakotans to improve their lives and communities through science-based education. It is committed to providing a climate that fosters respect for all who participate in its programs and activities. As part of that commitment, NDSU prohibits bullying in all forms, and works to prevent bullying in programs and activities. To achieve this, a safe and positive environment is required. Bullying behaviors by youth, volunteers and/or staff are prohibited.

Bullying behavior is defined as unwanted deliberately negative action by another individual or group of individuals with intent to harm. Bullying may inflict harm or distress, including physical, social, sexual, psychological or educational harm, on the targeted individual or group. Bullying often includes an imbalance of power between individuals/groups.

Cyberbullying is bullying that happens through email, chat rooms, instant messaging, a website, text messages or social media. Bullying may include, but is not limited to, verbal aggression, emotional

attacks, sexual harassment, racial discrimination, physical aggression, isolating others or electronic harassment.

4.4. Alcoholic Beverages and Illegal Drug Use

It is expected that adults working in Extension youth programs be positive role models for participating youth. Adults must obey the laws of the state and the rules of the organization. We strive to help youth make good choices by modeling healthy behavior, therefore no tobacco use in any form (including e-cigarettes) will be allowed at 4-H events.

The influence of alcohol or illegal drugs can inhibit reasonable judgment and reduce one's ability to provide a safe environment for youth. The liability coverage carried by NDSU will not provide protection to an employee or volunteer who violates state or local laws or ordinances concerning alcohol or illegal drugs.

Since consumption of alcohol or illegal drugs is not acceptable for young people in Extension youth programs, adults will not consume these substances while working with youth. Any Extension volunteer or paid staff can be liable both criminally and/or civilly if underage drinking associated with an Extension youth activity is condoned, ignored or accepted. It is important that adults recognize and continue to help communicate the powerful and negative health and safety consequences of drug and alcohol use.

4.5. Liability

4.5.1. Personal Liability Insurance

Volunteers receive special protection under North Dakota law as do state employees. The attorney for NDSU has stated that it appears that volunteers acting on behalf of a state agency would be covered in most liability cases. All volunteers and youth taking part in Extension youth program activities should be properly registered by their local Extension office. Enrollment forms and program plans on file is valuable documentation in case of a claim. University coverage and laws may change.

It is also critical that the roles and responsibilities of those who work with youth programs be documented in written form before an accident happens. Extension volunteer and paid staff must try to record activities and related plans through written programs, meeting minutes, personal notes or letters, memos, annual reports, position descriptions and rosters.

It is important that individuals act in a reasonable and prudent manner when working with youth programs. This means that a person is acting in a way others who have similar background and training would act in a similar circumstance. Negligence is conduct in which a reasonable and prudent person would not have engaged. A reasonable and prudent person will use this document to understand personal obligations and responsibilities related to promoting the well-being of youth in Extension programs.

4.5.2. Motor Vehicles, Machinery, and Equipment

4.5.2.1. *Operation of Vehicles*

Volunteers 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.

4.5.2.2. *Transportation of Youth*

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

- All drivers must be in compliance with the State of North Dakota laws, including but not limited to a valid driver's license, adequate insurance, and seat belt use.
- Youth may not drive passengers to out-of-county 4-H/Extension events without written permission from the parents/guardians of the driver and passengers.
- Youth who drive to an event must receive permission from the Extension agent or adult in charge to continue use of the vehicle during the event.
- It is expected that any vehicle used to transport 4-H members is maintained so that it is "safe and reliable" for the conditions, weather, and distance in which it is to be driven.

4.5.2.3. *Passenger Vans*

NDSU Extension prohibits use of 15 passenger vans for transportation of youth participating in NDSU Extension programs. This decision is based on the potential risk to occupants during certain driving conditions. Effective Jan 1, 2003.

4.5.2.4. *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: www.nd.gov/ndins/consumers/auto.

4.5.3. Accident and Illness Insurance

North Dakota 4-H, through its state 4-H office, carries an accident insurance policy for all enrolled members and enrolled adult volunteers. The policy is with American Income Life Insurance. The purpose of the accident insurance is to supplement the person's primary health insurance policy to cover some expenses not covered by their primary policy.

Special activity coverage may also be obtained by some county Extension offices to provide accident and illness coverage for 4-H activities. This coverage is obtained per event.

Any incidence of accident or violation of established rules should be reported to the Extension staff (the youth program contact) in the county. The youth program contact will report accidents to their district director and/or the Chair of the Center for 4-H.

4.5.4. Health Forms

Health forms may be required for specific events and should be completed for each participant for situations where the child is away from home overnight or activities might cause concern about the safety of the child. Adult volunteer or paid staff should have these forms available in the event that youth need emergency medical treatment. Health forms are available from county Extension offices.

4.6. Equine Helmet Policy

All young people who participate in any mounted horse activity in North Dakota 4-H are required to wear a properly fitted American Society of Testing Materials/Safety Equipment Institute (ASTM-SEI) approved harness helmet. This certification will be noted by a label permanently attached to the inside shell of the helmet. Such headgear will be secured with the harness engaged and be properly fastened when mounted on a horse. Effective January 1, 1999.

4.7. Handling and Care of Animals

Animal owners are responsible for the welfare of their animals. They are expected to provide adequate feed, water, bedding and housing for the comfort of the animals. Humane treatment of animals is expected and abuse will not be tolerated. Extension staff, volunteers, and adult and youth in leadership positions with Extension youth programs should teach youth appropriate animal care practices as part of the learning environment. The International Association of Fairs and Expositions (IAFE) National Code of Show Ring Ethics will be followed for exhibitions and fairs.

4.8. Shooting Sports Program

4.8.1. Certification Requirement

Shooting sports instructors must be 18 years old and certified by attending a 4-H state training to conduct shooting sports activities. Instructors must be certified in the discipline in which they work. Shooting sports instructors must also be approved 4-H volunteers. Certified instructors are to conduct instruction, run the range, manage other volunteers, and be in charge of risk management. Discipline certification period is six (6) years for active instructors and two years for inactive volunteer renewals.

4.8.2. Visitors / Presenters

Visitors/Presenters that are not 4-H volunteers must check in at the site. They are allowed to observe, help, or present in the presence and line of sight of 4-H staff and volunteers. They cannot run the range. They must be informed of NDSU policy and shooting sports rules etc. as appropriate. We are also responsible for their safety.

4.8.3. Supervision Ratios

4-H Club Leaders/certified instructors/Extension Agents are to ensure that all 4-H Shooting Sports activities will be organized and conducted with a minimum of one certified instructor in a supervision role per 15 trained youth. A volunteer who is not certified or is not a 4-H volunteer cannot run the range or lead a group. Assisting volunteers must work with certified staff. The recommended adult to youth ratio for instruction is one to four with beginners and one to ten with juniors and seniors.

4.8.4. Equipment Storage

For club or 4-H county owned equipment, the club/extension office will explicitly follow the procedures outlined in North Dakota 4-H Shooting Sports Plan under Storage of Firearms and Ammunition. Firearms and air rifles should be secured with a trigger lock and ECI (Empty Chamber Indicator) safe on, and stored in a locked cabinet. Ammunition should not be stored with the guns. Youth training should include instruction on equipment storage and what to do if you find a loaded gun.

Generally, our office building policies do not allow extension agents to store guns or ammunition. They will have to be stored at a club member's home or another site. A duplicate list with the serial number and a description of the firearm or equipment should be kept at the Extension office. Firearms should be cleaned after each use. If you are using state loaned equipment, we require clean equipment before returning.

At events, firearms and other equipment are not left unattended when not in use. They should have ECIs and trigger locks and be in a locked vehicle or storage before and after an event. Archery equipment, such as bows and arrows, etc. are put away when the activity is over to prevent unnecessary horseplay.

4.9 Privacy Policy

North Dakota 4-H is sensitive of the need to protect the privacy of youth under the age of 18. As a result, we will not knowingly collect personal or identifiable information for anyone under the age of 18 without parental permission.

4.9.1 Web postings

In compliance with the Children's Online Privacy Protection Act, we will not require anyone under the age of 18 to disclose more information than is reasonable necessary to participate in the activity as a condition of participation. 4-H will not post identifiable information of a 4-H member on a web-site as per the Children's Online Privacy Protection Act of 1998, which provides protection for children under the age of 13. To view the Children's Online Privacy Protection Act of 1998 visit the U.S. Federal Trade Commission web-page on this topic.

4.9.2 Confidentiality

The NDSU Extension 4-H Youth Development Program protects the confidentiality of the names and personal information of 4-H members and leaders. No commercial or unauthorized use is made of names, addresses, and other confidential information of its members. Access to this information is strictly limited to NDSU Extension.

4.9.3 Media Release

A signed release statement is required to use a 4-H member's name or photographs in any 4-H publication, ad, display, news release, or website. 4-H parents/guardians must update this release statement annually as part of the re-enrollment process. A print version is available at the North Dakota 4-H (Center for 4-H Youth Development) web-site.

4.10 Consent to Participate in State-wide Impact Studies

Youth may be asked to voluntarily participate in program evaluation to assess positive impacts gained from 4-H participation. Evaluations are voluntary and youth can refuse to participate or withdraw any time without harming their relationship with researchers, North Dakota State

University or the 4-H program. Complete consent statements for are available by request from the state 4-H office.

5. Financial

Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable, and must be used for 4-H purposes. Basic principles of money management for publicly funded groups help maintain the integrity of 4-H, ensures that the program meets the needs of youth and protects the integrity of those who are involved in the program.

5.1. 4-H is a Public Organization

This means the program is open to any youth within eligibility parameters; the organization is accountable for all funds; and, money received belongs to 4-H. This includes money from all sources, whether from donations, dues, fund-raising or other sources. Club By-laws must include an Article related to club dues.

5.2. Use of Name and Emblem

4-H groups using the 4-H name and emblem must follow federal and state policies and rules.

Funds that are raised under the 4-H name and emblem must be used for educational purposes. The Extension Agent in each respective county where a club or other local 4-H group is located has the responsibility for ensuring these policies are followed. This includes how 4-H clubs/groups manage their money. Instructions are provided in the 4-H Club Treasurer's book.

Handling Money in the North Dakota 4-H Program

<https://www.ndsu.edu/fileadmin/4h/HandlingMoneyWeb.pdf>

Fundraising: Private Support for the 4-H Program

<http://nifa.usda.gov/sites/default/files/resource/Fundraising%20Private%20Support%20for%204-H%202011.pdf>

4-H Fundraising: Sponsorships & Promotions

http://nifa.usda.gov/sites/default/files/resource/Sponsorships_Promotions_rev_2011.pdf

Raffles, Lotteries, Gaming and 4-H

<http://nifa.usda.gov/sites/default/files/resource/Raffles%20Lotteries%20Gaming%20and%204-H%202011.pdf>

4-H Contest and Awards

<http://nifa.usda.gov/sites/default/files/resource/4-H%20Contests%20and%20Awards%202011.pdf>

5.3. Official 4-H Entities

The Center for 4-H Youth Development is responsible for authorizing official 4-H entities. This authorization approves accounts (such as 4-H clubs, councils, etc.) to handle money and they must be included in the database of approved clubs/organizations maintained by NDSU through the Center for 4-H Youth Development.

5.4. Employer Identification Number (EIN)

An EIN is a nine-digit number assigned for tax filing and reporting purposes. The information you provide on the form will establish your business tax account. The instructions for IRS Form SS-4 Application for Employer Identification Number are different for 4-H entities versus other businesses and organizations. The club name should first be approved by a local county 4-H professional. The IRS confirmation issuing the EIN with the 4-H group's financial records must be kept on file with the county 4-H office.

Instructions and Sample Form SS-4 for 4-H Entities

<https://www.ndsu.edu/fileadmin/4h/ClubMaterials/SS-4.pdf>

Blank IRS Form SS-4

www.irs.gov/pub/irs-pdf/fss4.pdf

5.5. Expectations of 4-H Clubs / Groups

Expectations of 4-H clubs/groups include maintaining a record of all contributions and money received and expenses incurred.

4-H clubs/groups must report financial activities by filing the necessary forms to the appropriate reporting entities which may include the local extension office, the Internal Revenue Service (IRS), etc. Funds MUST NOT be used for personal financial gain for any individual. Pocket money, personal items, and souvenirs are not legitimate uses of money raised in the name of 4-H.

5.6. Money Management is a Learning Opportunity

The handling of 4-H funds provides youth an opportunity to learn life skills and develop competencies in money management.

All 4-H funds must be managed through a checking account that is established and held at a public financial institution. This could be a bank, credit union or other public institution that holds money for its citizens.

All 4-H clubs/groups must follow best practices for the management of its funds:

- All checks require two authorized signatures.
- File an annual financial report to the local extension office that authorized the club to use the 4-H name and emblem.
- Upon dissolution of a club/group:
 - All 4-H group assets and financial records must be turned over to the Extension office
 - Funds will then be turned over to a county 4-H council or appropriate group.

It is expected that County 4-H Councils follow the same policies as other clubs or groups. They should handle financial transactions for the portion of the county 4-H program not paid for with public funds.

5.7. Premium Sales

4-H values recognition as a way of encouraging and supporting the learning that takes place when participating in 4-H experiences. The North Dakota 4-H program uses the National 4-H Recognition Model as the philosophical foundation for how 4-H youth to be recognized.

Opportunities for 4-H member recognition, like 4-H premium sales, are determined and managed by local decision-making interests. The North Dakota 4-H program expects county extension staff to work in partnership with local stakeholders regarding how these opportunities are implemented. In the case of 4-H premium sales, important stakeholders may include buyers (or potential buyers), 4-H members and their families, the county 4-H Council or other local adult volunteer leadership groups who work with the event. County Extension staff is also expected to inform organizers of recognition events of regulations related to the name and use of the 4-H emblem, relevant federal tax laws and Internal Revenue Service (IRS) regulations and any other legal or fiduciary responsibilities related to this activity. The Center for 4-H Youth Development has fact sheets that support each of these areas or they are found USDA NIFA 4-H Headquarters web-site.

Funds from premium sales, livestock or other projects, must be managed by a fair association or other entity/committee authorized to handle public money. A county 4-H Council should not be the entity that serves as the repository of funds.

4-H Premium Sales

https://www.ndsu.edu/fileadmin/4h/Staff_Resources/Premium_Sale_Principles_20180919.pdf

Appropriate Use of the 4-H Name and Emblem in regards to Livestock Sales, Auctions and Similar Events

<http://nifa.usda.gov/sites/default/files/resource/Livestock%20Sales%20Auctions%20and%20Similar%20Events.pdf>

6. Contests and Exhibitions in Educational Programming

North Dakota 4-H contests and exhibitions are designed and offered to provide additional value to youth programs. It is the responsibility of the agent, coach, and participant to read and understand the rules and procedures for these events. Please refer to www.ndsu.edu/4h/programs_events/state_4_h_contests/ for additional information specific to the contest.

For clarification, exhibitions are events where the participant is primarily competing against a standard. County and state fair, project expo, clothing revue and similar events are examples.

Contests are events where participants compete as individuals and/or teams and are ranked in order.

6.1. North Dakota 4-H Contest and Exhibition Rules

6.1.1. Official Participation

Participation in an official state 4-H contest or exhibition requires 4-H membership as shown as “Active” in 4hOnline.com. Participants must be enrolled in the county they are representing.

6.1.2. Entries

Entries in a state 4-H contest and exhibitions will be made through or with the approval of the Extension office in the county the youth represent.

6.1.3. Age Divisions

Each age division is considered a separate contest. Generally, junior division participants are ages 8-13 before September 1 at the start of the 4-H year. Some contests will have a Beginner division most often youth ages 8 to 9 or 8 to 10 before September 1. Senior division participants are 14-18 before September 1 at the start of the 4-H year. In events where there is a national contest, the national contest ages (usually 14 to 18 years of age before January 1 of the qualifying contest year) will be used for the senior division. If a contest has specific rules different from this, the contest rules will apply.

6.1.4. Dress Code

Members participating in North Dakota State 4-H competitive events will be neatly dressed and wear a solid-colored white, yellow, gray, or green shirt/blouse with the 4-H emblem prominently displayed and securely fastened on the front. **Exceptions will be noted in individual contest or exhibition guidelines.**

6.1.5. Number of County Participants

The number of participants from a county is only limited when facilities and resources dictate and will be indicated in specific contest rules and procedures.

6.1.6. Teams

If a contest has a specific number of participants allowed on a team, other participants from that county will compete as individuals unless contest procedures specify something different. Individual participants are eligible for all individual awards.

6.1.7. Scoring

In contests where individual scores are added to create a team score, the top three scores will be used for the team score.

6.1.8. Eligibility

Contestants in North Dakota state 4-H contests must not have participated in official post-secondary (university, college, junior college or technical school) competitive events of a similar nature and in the same subject matter area. (i.e., a contestant who has competed in an official collegiate livestock judging contest is not eligible to compete in the national 4-H livestock judging contest.)

6.1.9. Approval

Participation in national 4-H contests must have the approval of the Chair, Center for 4-H Youth Development. Participation is required in the state contest in order to represent North Dakota in a national 4-H contest. Since most national contests allow four (4) participants. The top four (4) scores from the state winning team will be eligible. If one of those members cannot participate, the team may add another member from their team (preference in rank order from the state contest.) If a team eligible to attend a national contest has less than four (4) members, the team may invite a member from another team to participate with them if the Chair of the Center for 4-H Youth Development, relevant Extension staff from both counties, and the parent/guardians of all participants agree in writing. Second place teams, or subsequent teams, may have the opportunity to participate at the national 4-H contest if the top scoring team chooses to not attend.

6.1.10. National Contest Participants

Participants in a national 4-H contest are not eligible for future national contests of the same event, unless the national contest allows repeat participation. If a 4-H member is not eligible for the official national 4-H contest, he/she is not eligible for the state 4-H contest unless specific state contest rules specify different eligibility rules.

6.1.11. Multi-County Teams

Counties are encouraged to recruit enough participants (at least three for most contests) to form a team. However, in the event a county has less than three members on a team in an age division, the county may combine other counties with less than three participants to form a team. Specific contest exceptions to this rule are written in the individual contest guidelines. While not required, it is suggested that county combinations be counties which border each other.

6.1.12. Shooting Sports

North Dakota 4-H Shooting Sports participants must attend a 4-H training and be proficient in their discipline before they can compete at the state level. By entry in these events, the team coach or shooting sports program coordinator is verifying that the youth entered are knowledgeable and proficient in the safe use of the equipment and the fundamentals of the

event. Match and/or range officials may dismiss or disqualify a participant if he/she believes the participant does not demonstrate the basic proficiency and knowledge required.

6.1.12.1. Shooting Sports Age Divisions (based on age on January 1)

- For small bore rifle: Junior (11-13) Senior (14 –18)
- For shotgun Junior (11-13) Senior (14-18)
- For muzzleloader Junior (11-13) Senior (14-18)
- For archery and air rifle Beginner (8-10) Junior (11-13) Senior (14 – 18)
- Firearm participants must be 11 years old and have taken a hunter safety class.