

Shasta County 4-H Minutes

Meeting Title		
Date: Wednesday, January 18, 2023	Meeting Time: 6:00 PM	Meeting Location: 4-H Office
Meeting called by	Kandyce Teren, President	
Type of meeting	Valley 4-H Council Meeting	
Note taker	Erin Paradis	
Attendees	Kandyce Teren, Cheryl Best, Heather Myers, Jean Harp, Nicole Humphreys, Katie Hutchins	
Treasurer Report – Heather Myers		
Treasurer report – Cheryl Best made a motion to approve the treasurer’s report as read. Seconded by Jean Harp. Motion Passed		
4-H Program Updates – Erin Paradis		
<u>Policy reminders:</u> volunteer requirements must be completed before holding a meeting. All clubs must have a minimum of two approved volunteers. All fundraising activities must be submitted to the 4-H office for approval. Erin provided a copy of the fundraising policies and the fundraising request form (attached to minutes).		
<u>4-H Online:</u> Please review your pending/incomplete members and let the office know who is not participating this year so we can get the enrollment system cleaned up. There are a few clubs that have projects in the system without leaders. Please let Mari know who is leading so we can add them. The enrollment system will change for the 23/24 program year. We will keep you updated as we know more information.		
<u>Applications:</u> Council Scholarship applications can be found online. Please encourage your graduating members to apply. Ambassador applications are due in May		
Shasta District Fair		
<u>Steer Tagging & Weigh-In</u> – Sunday, February 19, 2023 9:00-11:00 at the Auction Yard and 1:00-3:00 at Shasta College. All steers must be halter broke per SDF policy.		
<u>YQCA Training</u> – Livestock exhibitors must have a YQCA certificate of completion to participate in a show and sale. There are some members who have attended the in-person training who have not done their pre-test. Please have them complete it and send me an email so I can re-confirm them		
Committee Reports		
<u>County Ambassador</u> – Next meeting is February 5th		
Looking for committee members for the Expansion and Review and the Policy, Incentives, and Recognition committees. We would like youth members to be part of these committees as well.		
County Events		
<u>Favorite Foods Day Wrap-up:</u> Great turn out. Went well and very organized. Twin Palms did a workshop prior to the event.		
<u>Presentation Day:</u> At Burney High School on February 18 th . Leaders- remind your members to use the manual. Please encourage members to attend and that they are not presenting in front of a large crowd, they will present as a small group.		
<u>Field Day:</u> The planning committee met in November and has made some changes to the show times/process. Round Robin awards will be belt buckles this year. Will meet again next month.		
<u>Fashion Revue:</u> March 18 th , Inter-Mountain Fairgrounds		

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New Business

Record Book and Spark Awards: There is a new achievement program which will have some changes to the way some members do their record book. Erin is hosting a workshop in Tehama on Friday, January 27 at 6:00. She will send more information out. She hopes to hold one in Shasta County at a later date.

Council Bylaws: We have updated the Council Bylaws with the State's required Language. Tabled to next meeting.

No other new business

Announcements

Adjourn / next meeting is April 19, 2023

A motion was made by Katie Hutchins to adjourn the meeting. Seconded by Cheryl Best.
Meeting adjourned at 7:01 pm

Community Club Attendance

In Attendance – Happy Valley, Palo Cedro, Golden Acres, Twin Palms

VII. Planning and Fundraising

Chapter 9: Financial Management - University of California 4-H Youth Development Program (ucanr.edu)

The purpose of this section is to describe the responsibilities and procedures related to planning and fundraising.

A. Budget

1. Chartered 4-H units and VMOs are authorized to use the 4-H name and emblem for educational or informational uses that are in the best interest of 4-H. Thus, they are responsible for helping to plan and implement an educational program in their community.
2. All 4-H units and VMOs will prepare an annual program budget to establish allocation of financial resources to fulfill program needs. The proposed budget needs to be approved by the 4-H unit or VMO membership.
3. Approved budgets must be submitted to the UCCE county office* for review by the county director* or designee.
4. Budget management is a primary responsibility of 4-H unit and VMO officers. Thus, officers are responsible for ensuring that members are kept abreast of the budget targets as compared to the actual expenditures. If there are deviations from the planned budget, officers are obligated to inform the members to ensure that there is full agreement, support and approval on any changes.
5. The method of fundraising and intended use of funds must be included in the annual budget proposal, and reviewed and approved by the county director* or designee.
6. Raising funds with no specific associated 4-H YDP purpose is not allowed.

B. Revenue

The classification of income should follow the general categories of income typically used by non-profit organizations. For example, IRS Form 990 contains such classifications. If needed, subcategories can be created to better identify sources of funds.

C. Authorization for 4-H YDP Fundraising

1. Any 4-H unit or VMO that uses the 4-H name and emblem and raises, allocates and disburses funds must be chartered.

2. All proposed fundraising activities must be approved via an adopted budget or by an affirmative vote of the membership.
3. All proposed fundraising activities of 4-H units and VMOs must be submitted to the UCCE county office* for approval by the county director* or designee using Form 8.7 Fundraising Approval . The county director* or designee is responsible for assuring fundraising activities are in compliance with applicable policies. See Using the 4-H Name and Emblem.
4. Units and VMOs have the authority to receive private money to support the operating expenses of 4-H. All funds for these purposes, regardless of the source, should be accurately accounted for and managed.

D. Fundraising Guidelines

1. All methods of fundraising by 4-H units and VMOs must comply with UC's general fund development guidelines given below. The regulations apply to those activities involving the solicitation and use of goods and services for 4-H YDP, as well as the solicitation of funds.
2. Any raising or use of funds by a 4-H unit or VMO must be for the purpose of furthering the research and education goals of the 4-H YDP.
3. All fundraising activities in support of the 4-H YDP must comply with the following:
 - a. Federal law regarding the use of the 4-H name applies in these activities. See Public Law 772 .
 - b. Pertinent federal rules and regulations governing Using the 4-H Name and Emblem must also be followed. Also see Fundraising: Private Support for the 4-H Program .
 - c. The 4-H name and emblem shall not be used to imply endorsement of commercial firms, products or services. See Fundraising: Sponsorships & Promotions .
 - d. In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale: "A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended."
 - e. Public, non-profit agencies, such as the 4-H YDP are not to conduct lotteries, raffles, bingo, and other games of chance. See Raffles, Lotteries, Gaming and 4-H .

4. All fundraising activities conducted on behalf of outside groups or organizations must additionally comply with the following:
- a. 4-H members may participate in fundraising activities in support of outside groups and organizations as part of a service learning activity. See Guidelines for Fundraising to Benefit Groups or Organizations by 4-H Units and VMOs and Fundraising to Benefit Groups or Organizations by 4-H Units and VMOs FAQ.
 - b. 4-H groups may collect non-cash items.
 - c. 4-H groups may collect cash contributions (i.e., cash or checks) to purchase supplies and materials to carry out their service learning activity.
 - i. All money received must be processed and dispersed according to the policies outlined in this chapter.
 - d. 4-H groups may not give cash contributions (i.e., cash or checks) to any group or organization outside of 4-H.
 - e. Any use of the 4-H name and emblem is forbidden if it exploits the 4-H YDP, adult volunteers, members, USDA, Cooperative Extension, land-grant institutions or their employees.

Form 8.7 – Fundraising Approval

All 4-H fundraising activities need prior approval from the county director. Return this form to your UCCE 4-H county office **prior to** the fundraising activity. Please attach additional pages as needed. You need to work with the 4-H YDP staff for any fundraiser that requires a Facility Use Agreement and Certificate of Insurance for the facility hosting the event.

Please type or print all information provided.

4-H Club Name:	Date:
Contact Person:	Phone:

PART A

Date for Activity:	Estimated Income: \$
Name and Address of Facility hosting the event (if applicable):	
If the fundraiser involves serving food, please list the name of the 4-H adult volunteer who will be participating at the event and who has received annual food safety training from 4-H YDP staff (please print):	
Outline the activity, including products to be sold or services to be rendered.	
Anticipated Use of Funds.	
Describe how the 4-H Name and Emblem will be used.	

PART B

<p>Are you doing this fundraiser in support of outside groups or organizations? (check one)</p> <p><input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>If you checked yes, please answer the questions below:</p>
<p>What group or organization will this fundraiser benefit?</p>
<p>How will this fundraiser benefit the group or organization?</p>
<p>Please describe how you determined what the needs of the group or organization are.</p>
<p>What are you planning to do with the items or money collected in support this group or organization?</p>

We confirm the accuracy of the information provided above.

Club President (print name)

Signature

Date

4-H Adult Volunteer (print name)

Signature

Date

4-H County Staff (print name)

Signature

Date

County Director or designee* (print name)

Signature

Date