

**University of California Cooperative Extension San Benito County
4-H Youth Development Center & Farm**

GENERAL GUIDELINES

Procedures

1. The 4-H Youth Development Center Farm (4-H YDC&F) is located at 1479 Nash Road, Hollister.
2. Under ownership of the University of California, the 4-H YDC&F is locally managed and operated by the University of California Cooperative Extension 4-H Youth Development Program in San Benito County.
3. The 4-H YDC&F are guided and managed at all times by The University of California and 4-H Youth Development Program policies and practices at the state and local level including, but not limited to:
 - a. The State 4-H Program 4-H Code of Conduct
 - b. The San Benito County 4-H Participation Guidelines
4. The 4-H YDC&F is open and available to all San Benito County 4-H Members meeting eligibility and enrollment requirements.
5. The 4-H YDC&F is a multi-use facility and can with the permission of the 4-H YDC&F committee be used for all approved 4-H projects to enhance learning experiences in the following project areas: Civic Engagement, Communications and Expressive Arts, Leadership and Personal Development, Health, Personal Safety, Animal Science, Consumer and Family Science, Environmental and Earth Science, Physical Science, Technology and Engineering.
6. All activities must be approved by the project leader, the 4-H YDC&F Committee and 4-H Program Staff.
7. No alcohol, drugs or weapons are allowed at the 4-H YDC&F at any time.
8. 4-H Member(s) shall not be left unsupervised at the 4-H YDC&F. Per California State 4-H policy, two adults (minimum one 4-H volunteer and one adult 21 years of age or older) must be present if there are youth (other than parent and child) present at the facility.
9. The 4-H Member is required to carry \$500,000.00 in liability insurance for the animal(s) housed at the 4-H YDC&F in the event that an animal causes harm or damage to the 4-H YDC&F facility, neighboring facilities or individuals. Families should consult with their homeowner insurance carrier to obtain coverage, or with insurance companies such as Hartford or Equisure. A copy of the liability insurance is to be on file in the 4-H office. The University of California does not provide liability coverage for project animals housed on UC property.
10. The 4-H YDC&F is open 6 a.m. – 9 p.m., except under special circumstances with prior approval from the 4-H YDC&F Committee.
11. County 4-H Program staff and 4-H YDC&F committee members have permission and authority to enter and inspect the projects for the following reasons:
 - a. In case of an emergency.
 - b. To make necessary or agreed upon repairs, alterations or improvements.
 - c. When there are concerns regarding abandoned project animals, stalls or pens.
 - d. Concerns have been raised about 4-H project/animal(s) housed at the 4-H YDC&F
 - e. To inspect the condition of the animal and the stall/pen.
12. The 4-H Member shall not violate any 4-H YDC&F rules concerning the use of the premises, commit feed waste, be a nuisance, annoy, or interfere with any other 4-H members, projects or neighbors.

Facility

1. The 4-H YDC&F premises are to be kept in a clean and sanitary condition at all times.
2. It is expected that members will properly use and operate all electrical and plumbing fixtures, and keep all fixtures clean and sanitary.
3. All garbage is to be taken home (including feed sacks). No trash is to be discarded at the 4-H YDC&F.
4. No alterations, improvements, or decorations can be done by the 4-H Member without prior written consent from the 4-H YDC&F Committee. Any improvements to the premises shall become the property of the 4-H YDC&F at the end of occupancy. The 4-H YDC&F Committee may require that all improvements be removed at the end of occupancy.

Workdays/Chores

1. Attendance at 4-H YDC&F workdays is mandatory. Each member is expected to contribute six hours per use Agreement.
2. Your attendance at the workdays will be taken into consideration when the 4-H YDC&F Use Agreements are reviewed for space allocation in the future.
3. Duties and responsibilities must be carried out when assigned. Failure to complete tasks will be grounds for dismissal from the 4-H YDC&F.

Equipment

1. All personal property must be clearly marked.
2. Only general use equipment and materials (leads, brooms, rakes, water and feed pans, buckets, etc.) will be allowed to be housed at the 4-H YDC&F. No trailers or refrigerated medications are allowed to be stored for longer than two days pre or post event at the 4-H YDC&F.
3. Personal property must be removed at the end date of this Agreement.

ANIMAL SCIENCE PROJECT GUIDELINES**Animals**

1. *Market Animals*: Are short term (usually less than one year) projects. The goal is for animals to be purchased, raised, shown and then sold through auction at fairs.
2. *Breeding Animals*: Are long term (multi-year) projects. It is the next step in project education that increases a member's responsibility, involvement and education by raising animals from start to finish. The purpose in breeding is to produce additional market animals that can be raised, shown and sold at auction at fairs or to increase your breeding stock. Market animals will be considered first for space availability. Each breeding project will be reviewed on a case-by-case basis by the 4-H YDC&F Committee.
 - a. *Breeding Guidelines*: Members must submit a written breeding plan to this contract for consideration of your breeding project by the 4-H YDC&F Committee.
3. *Weed Abatement Animals*: Due to the terrain of the 4-H YDC&F, a regular and consistent mowing weed abatement program is not feasible. Members in the San Benito County 4-H Youth Development Program that would like to graze sheep and/or goats at the 4-H YDC&F for the purpose of weed abatement should contact the 4-H YDC&F committee. These animals will only be permitted on the 4-H YDC&F as needed and will leave the facility when they are not needed.

4. All animal projects must be approved by the project leader, the 4-H YDC&F Committee and 4-H Program Staff.
5. Only 6 livestock animals (combination of market and breeding) per member at a time will be allowed in the upper stalls at any given time.
6. There are 10 Sheep/Goat pens and 10 Swine pens. The maximum allowed per pen is 3 Sheep/Goats or Swine.
7. There are 2 Beef pens. The maximum allowed per pen is 2 Beef. Additional Beef space may be accommodated upon request of the 4-H YDC&F committee.
8. 4-H YDC&F Committee must be notified before:
 - a. Project/Animal(s) brought to the 4-H YDC&F.
 - b. Projects/Animal(s) removed from the 4-H YDC&F for exercise or any other purpose.
 - c. Projects/Animal(s) moved from one stall to another, except in an emergency.

Stalls/Pens

1. Animal projects will be housed in assigned stall(s).
2. Each approved 4-H Member shall receive one stall/pen, unless space is sufficient or insufficient to separate animals.
3. The 4-H Member is responsible for stalls being cleaned daily. Animals should not be left in dirty pens. It is the 4-H member's responsibility to ensure that his/her animal is healthy and happy.
4. Parents/Guardians may help with cleaning up, but the care of the animal is the 4-H Member's responsibility.
5. All manure and feed is to be disposed of at designated areas.
6. Stalls/pens and gates are to be secured with quick release latches (but not locked) after every feeding and exercising session.
7. Animals must be removed from the premises after the end date of this Agreement. After a project has been removed from the 4-H YDC&F, stalls/pens must be cleaned and disinfected within two weeks. A 4-H member who has not cleaned their area will be assessed a cleaning fee of \$50.00 per pen and will not be allowed to use the 4-H YDC&F in the future.

Time Line

1. Dates of Agreement may not exceed 12 months, and must be renewed annually.
2. The 4-H YDC&F will not be the permanent home for any market animal. Animals may be housed at the 4-H YDC&F January 1 through December 31 annually.
3. Space is limited at the 4-H YDC&F. Use Agreements will be honored on a first-come, first-served basis, and are due with all signatures by May 31st annually.

Feedings

1. Animals must be the responsibility of the 4-H Member and must be under their care and ownership to meet the requirements of project completion and to show and exhibit at fairs and expositions where San Benito County 4-H members are eligible.
2. Animals must be fed, watered and cared for at all times.
3. No garbage or food scraps are to be fed to project animals at any time.
4. Parents/Guardians are discouraged from feeding and caring for the project/animal, unless the 4-H member is sick or otherwise unable to do so. Please contact the 4-H YDC&F Committee when the 4-H Member is unable to feed and/or care for the project/animal. On-going or chronic violations of this rule may result in a member being ineligible to house their animal at the 4-H YDC&F in the future.

Medication

1. The 4-H Member is responsible for the purchase of all medications.
2. The 4-H Member shall not diagnose any illness or prescribe any medication. The 4-H Member should notify his/her project leader and/or veterinarian immediately. Project leaders should not dispense medication without member consent.
3. The 4-H Member is responsible for the removal of an animal in the event of death.
4. The 4-H Member should have his/her own thermometers and other equipment.
5. The 4-H YDC&F Committee has the right to remove or quarantine any and all sick animals. The 4-H Member will be notified and asked to call a veterinarian.

Infractions and Agreements

1. If animals or projects are not being cared for properly the member will be given a written warning by your project leader, from the 4-H YDC&F chair or 4-H Youth Development Staff. If concerns continue, members will be given notice to remove the animal/project from the premises.
2. The 4-H program staff and 4-H YDC&F Committee will make decisions regarding violations of this Agreement. Violations of this Agreement can result in a loss of 4-H YDC&F privileges.
3. The 4-H Member and Parent/Guardian agree to the contents of this Agreement and the San Benito County 4-H YDC&F Rules. By signing this form, you are indicating that you have read and understand the rules and expectations for use of the facilities at the 4-H YDC&F located at 1479 Nash Road.

University of California **Agriculture and Natural Resources**

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