

# Policies & Agreements

## Santa Barbara County 4-H Summary of Volunteer/ Project Leader Policy



This summary of Volunteer/Project Leader Policy defines some of the University of California 4-H policies and Santa Barbara County 4-H Council policies that govern the 4-H Program in Santa Barbara County. All 4-H Clubs/Units are expected to comply with these policies. The following is a summary of these policies:

- All volunteer leaders shall complete the volunteer application, be approved by the 4-H Office, and complete a Leader Orientation before supervising any 4-H youth. This includes conducting project meetings and transporting 4-H youth to any 4-H function.
- Approved volunteer leaders are agents of the University of California while acting within the course and scope of the 4-H Program.
- Lotteries, drawings of chance, raffles, jackpot shows, and bingo are not permitted under state law.
- Under no circumstances should the 4-H volunteers or members execute or sign licenses or use agreements, facility use agreements, or any contracts that commit the university for any type of 4-H activities.
- All 4-H Clubs/Units are authorized to establish one checking and/or savings account for its activities. A club/unit **may not** authorize establishment of additional checking and/or savings accounts for any purpose, including projects, special events, etc.
- Projects or special events within a club/unit may not establish checking and/or savings accounts. Doing so is a violation of UC 4-H policy.
- Project groups or special events within a club/unit may not keep a petty cash account or cash on hand. The money must be used for the purpose intended or deposited into the club/unit treasury.
- Project groups within a club/unit may raise funds for project equipment/materials or special events. It may be desirable to keep separate subsidiary records of such, but final accountability rests with the club/unit treasurer. Therefore, all funds must be deposited in the one club/unit treasury.
- When a project group requests money from the club/unit treasurer that has been previously deposited by that project group, the project group must record how the money was used and disbursed and a report given to each project member and to the club/unit treasurer.
- The 4-H Council has the authority, with prior approval of the 4-H Advisor, to perform a review/audit of project group financial records at anytime.
- If money is collected from project members prior to incurring expenses, the project leader shall deposit the funds in the club/unit treasury and then request reimbursement after expenses have been incurred. Members shall be given a receipt at the time the money is collected. The club/unit treasurer shall keep a record of these deposited funds and their disbursement.
- If money is collected from project members after incurring expenses, the project leader shall provide each member with an itemized bill. The money can then be deposited with the party that incurred the expense (i.e., project leader, club/unit, etc.) Members shall be given a receipt at the time the money is collected.
- All assets and funds acquired by the project group using the 4-H name and/or emblem or purchased using club/unit funds belong to the club/unit and not to any individual project groups or individuals.