

Stanislaus County



University of California Agriculture and Natural Resources



4-H Leader Guide 2019-2020

This guide is intended to provide a brief overview and helpful quick reference to some of the basics of being a volunteer leader with Stanislaus County 4-H. It will be provided and updated each year to benefit each club leader and any new volunteers. Feel free to copy any sections or elements that would be helpful to share, or request extra copies from the 4-H office.

Thank you for dedicating your time to the members and mission of the 4-H program!

General Information

- ✦ Traditions
 - ✦ 4-H Mission Statement
 - ✦ 4-H Pledge
 - ✦ 4-H Creed
 - ✦ 4-H Motto
 - ✦ 4-H Slogan
- ✦ County Office Contact Information
- ✦ Program Calendar
- ✦ Branding and Marketing Guidelines
 - ✦ Colors and Emblems
 - ✦ Branding Checklist

Stanislaus County



University of California
Agriculture and Natural Resources

Traditions

4-H Mission Statement

4-H *empowers* youth to reach their full *potential, working* and *learning* in partnership with *caring adults*.

4-H Pledge:

As a True 4-H Member, I pledge
My *head* to clearer thinking,
My *heart* to greater loyalty,
My *hands* to larger service,
My *health* to better living,
For my *club*, my *community*,
my *country*, and my *world*.

4-H Creed:

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my *head* for the power it will give me to *think, plan* and to *reason*.

I believe in the training of my *heart* for the nobleness it will give me to be *kind, sympathetic* and *true*.

I believe in the training of my *hands* for the ability it will give me to be helpful, skillful, and useful.

I believe in the training of my *health* for the strength it will give me to *enjoy life*, to *resist disease*, and to *work efficiently*.

I believe in my *country*, my *state*, and my *community* and in my *responsibility* for their development.

In all these things I believe, and am willing to dedicate my efforts to their fulfillment.

4-H Motto:

"To Make the Best *Better*"

4-H Slogan:

Learn by Doing

County Office

Contact Information

3800 Cornucopia Way, STE A
Modesto, CA 95358
209-525-6800
<http://stanislaus4h.org>
help@stanislaus4h.org

Staff

4-H Secretary
Yolanda Cruz



4-H Program Representative
Haille Margarite



4-H Outreach Coordinator
Araceli Hernandez



4-H Youth Development Advisor
Dr. Emma M. Fete



When should you contact the county office?

- ❁ Questions about policies
- ❁ Looking for resources
- ❁ Need to get a facility use agreement
- ❁ Fundraising approval
- ❁ Problems with volunteers, parents, or members
- ❁ Safety or emergency incident reporting
- ❁ Club or project planning help
- ❁ Enrollment questions
- ❁ ...and so much more!

We're here for you—whatever you may be looking for, we can help you find it!

Program Calendar

2018-2019

Stanislaus County Program Calendar



3800 Cornucopia Way, STE A
 Modesto, CA 95358
 Phone: 209-525-8800
 mtgasca@ucanr.edu

July '18						
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Jul 13-22	Stanislaus County Fair
Aug 01	Club and Record Books Due
Aug 27	Fall Start-Up Meeting
Sep 22	New Officer & New Leader Training
Oct 01	Leaders Council Meeting
Oct 07-13	National 4-H Week
Oct 13	Awards Night & 4-H Event
Nov 05	Leaders Council Meeting
Jan 07	Leaders Council Meeting
Jan 12	Proficiency Day
Jan 19	Creed Competition
Feb 01	Leaders Dinner
Feb 04	Leaders Council Meeting
Feb 09	Presentation Day
Mar 04	Leaders Council Meeting
Mar 16	Favorite Foods & Film Festival
Apr 01	Leaders Council Meeting
Apr 06	Fashion Revue
Apr 27	Small Animal Field Day
Apr 28	Ag Field Day
May 08	Leaders Council Meeting
Jun 03	Leaders Council Meeting
Jun 07-15	Summer Camp (tentative)

Branding and Marketing

Colors and Emblem



The 4-H clover emblem symbolizes the aim and desired results of effective learning for each individual. The official emblem is green with white H's - the 4-H colors. The white symbolizes purity. The green represents nature's most common color and is emblematic of youth, life and growth. The 4-H flag consists of a green, four-leaf, stemmed clover on a white background. The clover has a letter "H" in white or metallic gold on each leaf. The H's stand for Head, Heart, Hands and Health.

4-H Green

RGB: R=51, G=153, B=102 Hex: #00a65d

CMYK: C=100, M=0, Y=90, K=0 PMS: 347

As a specially protected symbol, the use of the 4-H emblem has rules similar to that of the Presidential seal or the Olympic Games rings. Essentially, when using the clover, you must not materially alter, cover up, or distort it. When planning to use the emblem, consult the branding and marketing advice in the California 4-H Policy Manual (available at ca4h.org).

Branding Checklist

When preparing a flyer, webpage, or any other outreach item be sure to follow these guidelines to make sure you're promoting 4-H in a visually consist way and in a way that respects applicable trademarks and copyrights.

- 4-H logo follows the guidelines set by the USDA: The logo is upright, proportionate, and the correct color; No words or images are obstructing the clover and the "18 U.S.C. 707" symbol has not been removed.
- 4-H name abides by the guidelines set by the USDA: I have checked to make sure that the hyphen is included in all "4-H"s and "4-H" has not been split over two lines.
- I have included the UC ANR logo in my document and have followed the guidelines set by UC ANR, and if needed, I have consistently used UC ANR brand elements, including recommended fonts and colors
- I have included a link to county 4-H extension office website and county contact information
- If needed, I have placed the UCCE logo in the opposite corner from the UC ANR 4-H logo and the UCCE logo is not bigger than the 4-H emblem
- If needed, I have included the non-discrimination statement on my document
- If needed, I have included the wheelchair accessibility icon and/or a disability accommodation statement with county contact information
- If needed, the proper NIFA logo has been used on my document

Contact the county office for any help with branding or marketing!

Leader Introduction

- ✿ What is 4-H?
 - ✿ Basic Information
 - ✿ 4-H Youth Development Program
 - ✿ 4-H Leaders Council
 - ✿ 4-H Projects
 - ✿ 4-H Slogan
- ✿ Volunteer Leader Roles
 - ✿ Club Leaders
 - ✿ Assistant Leaders
 - ✿ Project Leaders

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What is 4-H?

Basic Information

There are several basic elements to the 4-H experience:

- * 4-H is a Youth Development Program. The members come first! But the main strength of the program is the opportunity for youth-adult partnerships.
- * For most 4-H members, a Community Club and 4-H project(s) are the most common and important way they experience 4-H.
- * There is no such thing as the “4-H way”. We believe in doing things in the way that gives the best possible results. The methods that will accomplish this may vary. The one that works best for you is the method to use, until you find a better one!

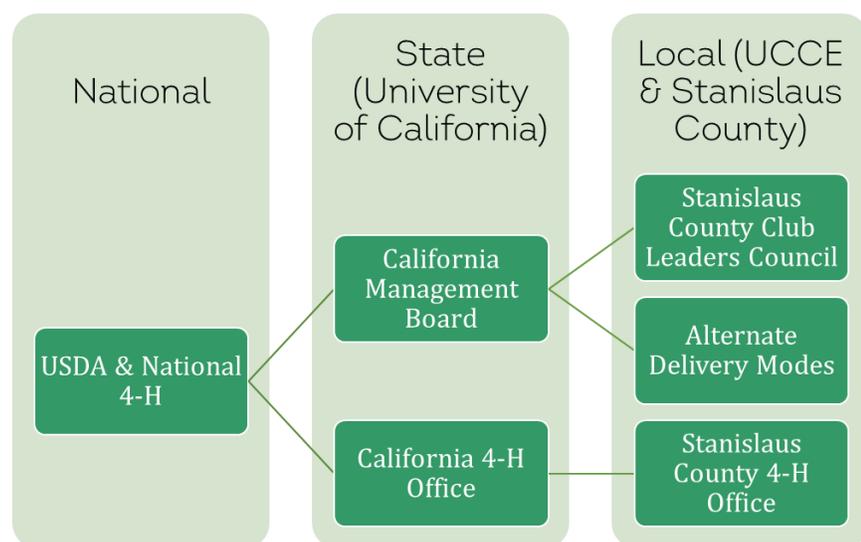
The 4-H Youth Development Program

The 4-H Youth Development Program is a part of the U.S. Department of Agriculture as an education and outreach program to provide new and innovative information and skills to local communities. It does this through the Public Land-Grant University Extension System. Originally, 4-H began as a way to teach rural farm kids the new advances in agriculture techniques to improve farming from generation to generation. Still based in the advances from research, 4-H now focuses on creating leadership skills and providing learn-by-doing opportunities in emerging skills relevant to our 21st century world.

In Stanislaus County, 4-H is directed by the University of California Cooperative Extension. 4-H Advisors direct the program at the county level through the Program Representative(s) and are supported by the 4-H Office at the state level.

The structural organization of 4-H is based on local 4-H Community Clubs and other programming. The clubs implement the education programs and encourage personal development of 4-H members. Within the club, one or more adults are needed to assume a leadership role as the Community Club Leader(s). They are responsible for the organization and proper functioning of the club. Other volunteers are recruited as project leaders to teach the various projects that the club offers. These leaders make up the county Leaders Council, which helps to manage the club delivery system. Alternate delivery modes, like afterschool programming, day camps, and school enrichment provide opportunities to bring more members into the 4-H program as well as offering a new avenue for volunteers and members to engage in the experiential learning activities that make the program so valuable.

The Cooperative Extension System and 4-H



4-H Leader's Council

All leaders in the club are members of the Stanislaus County 4-H Leaders Council. The Council generally meets on the first Monday of each month. No regular meetings are held in July. The last Tuesday in August will be the September meeting, to avoid conflict with the Labor Day weekends.

All Council meetings are open to everyone (parents, project leaders, members, etc.) to express their views and share ideas. However, only 4-H Leaders and selected 4-H members are eligible to vote. 4-H members fourteen years or older are encouraged to be Club representatives with full voting rights. Each club is asked to select one youth representative of the Council.

The Stanislaus County 4-H Club Council has an Executive Committee for the purpose of:

- Transacting business in the name of the entire Stanislaus County 4-H Club Council
- Preparing programs and policies to be submitted to the Club Council for approval
- Undertaking any other action designated by the Club Council
- Expending only those moneys budgeted to be spent by the Executive Committee
- The Executive Committee shall have the following members:
- Officers of the 4-H Club Council for the current year

On the Executive Committee, beyond the standard officers, a nine member board of governors is also elected. 4-H staff and Advisor act as ex-officio members. The Executive Committee also commissions event and special interest committees, of which our current standing committees are: Horse, Camp, Livestock, Small Animal, and Hi 4-H.

4-H Projects & Activities

4-H members and leaders determine their club program and prepare their calendar of planned activities, with updates as necessary. It is recommended that the club calendar be published online and distributed to all club members as soon as possible in the program year.

- All countywide projects for the 4-H year must be approved through the 4-H Youth Advisor.
- Countywide support services – fundraising, budgeting, special events, etc will be discussed and handled through the Leader's Council.

The 4-H Project

The 4-H project is the cornerstone of the 4-H program. Members are active in at least one project each year. In the project, the member can do or make things of interest to them. Your role is to help create an atmosphere that encourages the members to learn all they can. You show them how and then let them do it for themselves.

A 4-H project is...

- Planned work in a specific skill or interest area
- Guided by an adult leader with help from a junior/teen leader
- A specific skill or knowledge level goal, and
- Record keeping

Any interest can be a project. Members and/or leaders may design projects for special areas of interest. Consult the 4-H Advisor if you have a project area in which you have a skill or interest.

Volunteer Leader Roles

4-H Club Leader(s)

The 4-H Community Club Leader (CCL) serves as the leadership focal point of the local 4-H club. The individual(s) provide direction for the community club, assure adherence to club by-laws and with County 4-H policies and procedures. The Club Leader position may be held by more than one individual at the same time, however, it is recommended that a single individual at the same time, however, it is recommended that a single individual be designated to the County 4-H Advisor as the primary club contact. This will facilitate communication between the County office and the club.

General Description

- Serves as the primary contact person between the club and the 4-H office and Leaders Council
- Assigns jobs and responsibilities to volunteer adults and, in consultation with the junior leader advisor, to junior and teen leaders
- Holds regular leader meetings for training, communications, and building morale
- Makes administrative decisions
- Represents the 4-H club at appropriate occasions and promotes its mission and programs in the community
- Encourages club-wide outreach efforts
- Ensures compliance with and adherence to 4-H policies, procedures and core values by parents, adult volunteers, and members

Qualifications

Adult volunteers may serve as club leaders, and are typically parents/guardians of 4-H members. A volunteer club leader should have:

- A knowledge of and interest in youth and youth programs
- A willingness to devote time and energy to the task
- A willingness to participate in trainings for the task
- The ability to share decision-making and responsibilities with youth leaders and adult volunteers
- The ability to support another person while he/she seeks to accomplish a task
- The ability to organize and manage a team effort
- Knowledge of the 4-H program, and its mission, core values and policies
- A knowledge of the community and its resources

Resources

The 4-H Community Club Leader will receive:

- Support and assistance from the Leaders Council, leadership teams, and parents/guardians of members
- Assistance from retiring unit volunteer and/or other experienced volunteers in the county

**4-H Club
Leader(s),
cont.**

Duties

The 4-H Community Club Leader ensures that the club is organized by arranging for the club to:

- Meet regularly and ensure that two adult volunteers are present at meetings
- Elect, install, and train its officers, junior and teen leaders, and work with officers before the meeting to plan the agenda
- Plan to seek new members and to recognize graduating members
- Plan with officers the yearly program and activities
- Annually conduct project enrollment and provide adequate project leadership in areas chosen by members
- Conduct a range of activities including community service activities and participate in county events and programs
- Help members and officers evaluate the program
- Provide regular financial and other reports
- Stay in regular communication with 4-H families, especially parents/guardians
- Provide clear designation of positions to be filled and jobs to be done including written job descriptions
- Invites persons with appropriate interests and skills to accept the jobs
- Distribute jobs evenly among the families of the club and help them understand and train for what is required of the position
- Meet regularly with the officers and adult volunteers to plan for the club
- Arrange for recognition of all adult volunteers
- Maintain communication between the 4-H club and the county 4-H staff
- Maintain awareness of county programs and events and sharing this information with the club
- Submit complete enrollments and financial reports by county due dates to the county 4-H YDP staff
- Order supplies

Time Required

The 4-H Community Club Leader allows enough time for:

- * A minimum of 6 meetings per year is required though 8 to 12 are recommended
- * Organizing and planning with the leadership team (approximately 1-3 hours per month)
- * Attendance at volunteer training meetings during year
- * Participation in other activities and events as desired
- * Length of commitment is one year, reviewed annually

DID YOU KNOW?

Community Club Leader is the most labor-intensive role a volunteer can take on, *HOWEVER*

effective delegation and use of Assistant Volunteer Leaders in the roles recommended in this guide can significantly decrease the workload and give other adult volunteers the opportunity to engage with the club!

Volunteer Leader Roles, cont.

Assistant Volunteer Leader

General Description & Duties

Club volunteer leaders are usually parents/guardians of members who take on some of the responsibilities for the running of the club as assigned by the Community Club Leader

- Take on supportive role (like those listed below) as designated by the CCL
- Provide project, event, or chaperone assistance
- Help in club or project meetings, fundraisers, events, field trips, etc.

Time Required

- County volunteer training workshop (2-4 hours once a year)
- Optional participation (as relevant to designated role) in:
 - Project meetings (1-4 per month, 1-2 hours per meeting, minimum 6 hours per 4-H year)
 - Club meetings (typically once a month)
 - Events
- Length of commitment is one year, reviewed annually.

Resources

- Support and assistance from leadership teams and parents/guardians of members
- Guidance and support by county 4-H staff, and county or Leaders Council training sessions

Possible Roles for Assistant Volunteer Leaders

4-H Council Representative (can be shared by adult and youth)

- Attends 4-H Council meetings and encourages other leaders to attend
- Takes an active part in 4-H Council activities
- Keeps club and leaders informed of 4-H Council opinions and ideas relating to countywide 4-H program
- Informs 4-H Council of 4-H club's opinions and ideas relating to countywide 4-H program

Leader & Member Recruiting Advisor

- Recruit needed project leaders and encourage leaders to attend county training meetings
- Provide or arrange for training for project leaders, especially first-year leaders
- Advertise opportunities for 4-H membership through schools, newspapers, radio, special displays, other youth groups, etc
- Acquaint new members and parents with projects available and other opportunities for involvement in club activities and events
- Check-in with new members and families on a monthly basis
- Prepare club brochure
- Complete outreach reports for the county in club books

**Possible
Assistant
Volunteer
Leader Roles,
cont.**

Special Events and Activities Advisor

- Become familiar with county and state level events
- Keep members and leaders informed of entry deadlines
- Arrange for transportation and chaperones for events which require them

Club Officer Advisor (can be multiple)

- Train and advise club officers
- Help officers plan club meetings and establish and meet annual goals
- Assist at club meetings when necessary
- Assist Treasurer and Secretary in proper club financial activities and documentation
- Help prepare Treasurer and Secretary books at the end of the program year

Record Book Advisor

- Become familiar with record keeping and record book formatting and preparation
- Provide training and assistance on record books to members and leaders
- Coordinate evaluation of members' record books at club level
- Serve on county awards selection committee/county record book judging

Supplies Advisor

- Arrange the ordering for necessary 4-H caps, ties, stripes, etc through the county office
- Order equipment as requested by leaders and keep inventory records
- Provide curriculum information and availability to project leaders
- Arrange the ordering of curriculum or equipment as requested by leaders

DID YOU KNOW?

Assistant Volunteer Leaders can be effective and efficient at helping during one-time events or for single, specific purposes. The best way to utilize assistants is to recruit volunteers for a specific role as early in the program year as possible. Volunteers can plan their involvement and time commitment better if they are given a wide time-frame for notification.

Don't forget that teen leaders can also often fill these roles as well!

Volunteer Leader Roles, cont.

Project Leader

General Description

- * Project leaders are UC 4-H adult volunteers, sometimes parents/guardians of members.
- * Teaches one of the many diverse subjects offered through 4-H. For most 4-H members, the project and their Project Leader are the most important parts of their 4-H experience.
- * The members will do their work under their supervision. 4-H project work should include all projects and activities that you assisted youngster with, including projects at home, in school, etc. The project leader, a parent, or friend may help the members but should never do the work for them.

Qualifications

Men and women, parents of members, mentors of 4-H with skills to share, and other interested individuals may serve as project leaders. A project leader should have:

- * an interest in youth development, and an understanding of how youth grow;
- * an appreciation of non-formal education and a desire to help youth by providing hands-on experiential learning experiences.
- * time and energy to devote to the project and a desire to continue their own learning in the project area.
- * knowledge of the subject matter and/or a willingness to attend training.
- * the ability to communicate ideas and skills so that youth may learn (teaching skills)
- * the ability to share decision-making and responsibilities with youth.
- * the willingness to maintain relationships with parents.
- * enthusiasm, patience, and understanding.

Duties

- * Help members plan and organize their project work based on a proven experiential model
- * Help members organize and conduct project meetings
- * Obtain project curriculum and distribute materials
- * Encourage members to set attainable, measurable objectives and develop their own standards for project work, according to their abilities and interests
- * Keep members informed about project related events in which they are eligible to participate; give members ideas on how to prepare for these events
- * Give recognition for any kind of progress to encourage continued improvement
- * Spend some time at the end of each year with each member showing them how to measure and evaluate the overall progress made in the project
- * Talk with parents of members who need extra help or who have problems working with other members
- * Participate in meetings, keeping the club leader informed of their own group's work and progress
- * Work with junior and teen leaders to maximize their contribution to the project

**Project
Leader, cont.**

Time Required

- Project meetings (1-4 per month, 1-2 hours per meeting, minimum 6 hours per 4-H year)
- Special project activities (tours, field trips, county or state events – time varies by event)
- Project training workshops (1-2 per year, 2-4 hours per workshop)
- Community club leadership planning meetings (10-12 per year, 1-2 hours per meeting)
- County volunteer training workshop (2-4 hours once a year)
- Length of commitment is one year, reviewed annually.

Resources

- Support and assistance from retiring project leader, county project leaders, and/or County Extension personnel
- Support and assistance from parents of project members and from the community club leadership
- Local, county, regional, or state training sessions
- Curriculum guidance from county office
- 4-H member' and leaders manuals and other printed materials from UCCE



4-H Policy

- ✿ Policy 101
 - ✿ Problem Solving
 - ✿ Club Property
 - ✿ Nondiscrimination Policy
 - ✿ Financial and Fundraising Policy
- ✿ Volunteer Policies
 - ✿ Volunteer Requirements
 - ✿ New & Returning Volunteers
 - ✿ CANRA
 - ✿ Alcohol, Tobacco, & Drug Use Policy
 - ✿ Enrollment Requirements
 - ✿ Code of Conduct
- ✿ Membership Policies
 - ✿ Member Requirements
 - ✿ Age
 - ✿ Enrollment Requirements
 - ✿ Incentives for Participation
 - ✿ Project Completion
 - ✿ Steps to Success
 - ✿ Incentives and Recognition
 - ✿ Star System
 - ✿ 4-H Uniform
 - ✿ Notes about Competition
- ✿ Member & Parent Code of Conduct

Stanislaus County



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4-H Policy

Policy 101

Countywide and statewide policies and rules for the conduct of the 4-H program are the responsibility of the Cooperative Extension professional staff.

Often suggestions for setting policies originate at the club level. Such ideas are always welcome. Countywide policies are generally established after approval of the 4-H Council but may be set by the Cooperative Extensions staff. All local policies must be in accordance with the United States Department of Agriculture, the University of California, Cooperative Extension, and Stanislaus County guidelines and policies.

Problem Solving

Leaders, members, and parents should solve their problems within the club, if possible. If this fails, then the County 4-H Youth Advisor should be consulted. The 4-H Leaders Council Executive Committee is also available. Good communication often solves problems, or at least reduces their effect.

Club Property

All club property and assets belong to the Leader's Council. The council requires an annual physical inventory of all club assets (includes all project property purchased with club funds) and property. The inventory report should be included in the Secretary's book which is turned in to the county office at the end of the year.

Volunteer Leaders

All 4-H Volunteer Leaders are considered representatives of the Cooperative Extension and the University of California when carrying out 4-H work. As extension representatives, leaders have certain responsibilities and authority. They help direct club activities and projects and assist with meetings. They have the authority and responsibility to see that all programs within their clubs are conducted in the best interest of all their members, and in compliance with the University and local 4-H policies.

RULES, RULES, RULES!

It can be frustrating to hear about rules and policies when you just want to do the best you can for the members and their families. But there are three things you should keep in mind:

1. 4-H is a **YOUTH** program—working with children should and does have higher expectations and requirements
2. 4-H is a **GOVERNMENT** program—the Cooperative Extension System means 4-H is not just a local program, but also answers to the state AND federal governments.
3. 4-H is a **UNIVERSITY OF CALIFORNIA** program—the UC is a public federal land-grant state university, meaning it answers to both the government and the public.

While sometimes it may feel burdensome, these policies exist because you are working with children and our program must answer to many levels of government and public scrutiny.

Your best behavior isn't just a good idea, it's a requirement.

Nondiscrimination Policy

In accordance with applicable State and Federal laws and University policy, the University of California does not discriminate in any of its policies, procedures, or practices based on race, religion, color, national origin, sex, marital status, sexual orientation, age, veteran status, medical condition, or handicap. Inquiries regarding this policy may be addressed to the Affirmative Action Director, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618.

Attempts to serve all members of our community must be a part of all 4-H programs.

The minimum effort required includes:

- Using all appropriate available mass media, including radio, newspaper, and television and internet, to inform potential clientele of the program and of the opportunity to participate.
- Distributing announcements, flyers, and posters, as appropriate.
- Sending circulars and personal letters to individuals who are members of an underserved clientele group, including the dates and places of meetings or other planned activities, and inviting them to participate.
- Making personal visits to a representative number of the underserved potential clientele in a geographically defined area to encourage them to participate.
- While 4-H adult volunteers may be asked to assist in these efforts, ultimate responsibility for compliance rests with 4-H YDP staff.

All clubs are required to demonstrate outreach efforts in **at least three of the four outreach methods**. Individual club efforts to meet affirmative action goals include all reasonable effort (ARE) in the following:

- Mass media – radio, newspaper, social media, TV, etc.
- Newsletters, posters, flyers, announcements
- Personal letters inviting select people to participate in the program (potential members and adult volunteers).
- Personal contacts (phone, in person) to inform them about 4-H and encourage their participation (potential members and adult volunteers).

Reaching these outreach goals will be best accomplished through the cooperation of staff and volunteers working together. All clubs must turn in this report in their annual club books.

Financial and Fundraising Policy

The University of California and local county support the 4-H program through staff members, office and meeting space, and administrative support. The funding for the programming itself usually comes from club and county-level fundraising efforts. There are several important things to remember about fundraising:

- Every fundraiser **MUST** have a purpose and **MUST** be approved by the county director before any funds are raised
- All funds must be reported to the council, county, and state office via the treasurer's books at the end of the year,
- Unless long-term fund planning exists (usually for larger purchases), every dollar raised should be spent on **CURRENT** members—**DO NOT HOARD FUNDS!**

No club should need to carry excess funds above one year of operating costs unless a long-term fundraising plan exists and is known to the Leaders Council and county office. Money is raised for the club members to use for programming, not to be saved in a bank account for a rainy day.

Volunteer Policies

New Volunteers All new adult volunteers must:

- Be at least 18 years old
- Fill out the 4-H Adult Volunteer Interest Survey
- Submit 4-H adult volunteer application (online or paper form)
- Register to 4-HOnline
- Complete the online 2019-2020 California New Volunteer Training (state)
- Attend an in-person volunteer training (county)
- Submit fee payment to the Community Club Leader
- Complete live-scan criminal records check with the State of California and Department of Justice (DOJ)

Returning Volunteers

- Completed orientation and background clearance **last program year**
- Complete the online 2019-2020 California New Returning Volunteer Training (state)
- Attend an in-person volunteer training (county)
- Submit fee payment to the Community Club Leader

A training program for all current and new leaders will be held in the fall that covers all relevant information for this program year as well as providing workshop opportunities for volunteer development.

Reporting Suspected Child Abuse

The Child Abuse and Neglect Reporting Act (CANRA) is a California law requiring employers and organizations, including the 4-H program, to identify Mandated Reporters and secure acknowledgement of their status and reporting obligation as a condition of employment or volunteer appointment.

A Mandated Reporter is defined as an individual required to report observed or suspected child abuse or neglect to designated law enforcement or social services agencies. (A child is defined as anyone under the age of 18 years.)

As volunteers, your duties will bring you into contact with children on a regular basis, meaning you are Mandated Reporters.

CANRA training is available online, and required for volunteers to complete before being listed as an active volunteer.

Any 4-H volunteer leader is to report to the **4-H Youth Development Advisor** in the county or the **County Director** if any signs of child abuse are suspected.

The Youth Advisor and/or County director shall review the facts and, if there is adequate case, report to the child protective agency. ***Care should be exercised to make sure that in making a determination to report and the report itself, only specifically observed facts should be reported. No conclusions should be offered as to whether or not child abuse has occurred.***

Alcohol, Tobacco, and Drug Use Policy

While Serving as a 4-H Volunteer or Representing 4-H

The following policy applies when youth, adult volunteers, parents/guardians and participants are participating in 4-H programming and while performing 4-H duties at non-4-H events.



Adult volunteers should never consume or be under the influence of alcohol, drugs or tobacco while performing their 4-H duties. This includes the use of alcohol, cannabis, illegal drugs, smoking and smokeless tobacco products, e-cigarettes and unregulated nicotine products.

Non 4-H Events and Alcohol

On some occasions adult volunteers or members may attend non 4-H events at which alcohol is served. In that situation the following policies are to be followed:

- There must be adequate assigned supervision of appointed adult volunteers on hand at the event (at least 2 adults for every 8 youth). Adequate assigned supervision is defined as certified adult volunteers age 21 or older. The assigned adult volunteers shall not consume alcoholic beverages while supervising members.
- Members shall not handle, or in any way come in contact with alcoholic beverages.
- Members shall be supervised while in the vicinity or area in which alcohol is present, whether as a participant, attendee, or server.
- Members shall remain out of the area when the activity is completed.
- The assigned adult volunteers shall accept the responsibility of supervising members who could potentially come into contact with alcoholic beverages.
- Adult volunteers shall be responsible for clearing the tables and/or service of all alcoholic beverages.

Adherence to the policy is required at any function where alcoholic beverages are served and 4-H members are in attendance.

4-H Enrollment

All individually enrolled 4-H adult volunteers have to annually complete the following forms in the 4hOnline enrollment system:

- 4-H Adult Volunteer Treatment Authorization and Health History Form
- 4-H Adult Volunteer Code of Conduct
- Waiver of Liability
- 4-H Adult Volunteer Confidential Self Disclosure Form

Adult volunteers must also pay the state 4-H program fee for adults and the county program fee of \$2.50 per family.



Adult Volunteer Code of Conduct

(PAGE RETAINED BY THE 4-H ADULT VOLUNTEER)

We appreciate your volunteer service to the University of California Agriculture and Natural Resources (UC ANR) and the valuable link you provide to local communities. When in the course and scope of your duties, you are considered an agent of the University of California (UC) and have the following rights and responsibilities.

Your Responsibilities:

1. Maintain a professional presence and dress when acting as a volunteer (see [California 4-H Dress Guidelines](#)).
2. Recognize, honor and uphold the responsibility and authority of the statewide and local program staff in setting program priorities, standards and direction.
3. Be committed to the core values, educational goals, and quality standards of the statewide program.
4. Respect and safeguard the individual rights, talents, safety, and property of program participants.
5. Take personal responsibility for the resolution of any interpersonal conflict that may arise, whether with fellow volunteers, program participants, program staff and/or other UC personnel; thereby demonstrating positive conflict resolution skills to all involved.
6. Prohibit discrimination against or harassment of any person in any statewide program or statewide program activity (see [UC ANR Nondiscrimination and Affirmative Action Policy](#)).
7. When driving on UC business, possess a valid California driver's license and carry proof of the minimum automobile liability insurance required by UC; and ensure that all passengers use seat belts.
8. Report volunteer hours on a regular basis as required by the statewide program (see [UC Master Food Preserver Policy Handbook](#), and [UC Master Gardener Policy Handbook](#)).
9. Follow UC guidance for all program financial matters and provide receipts for any money collected in the name of UC.
10. Adhere to and help enforce program policies and procedures referred to in the Policy Handbook (see [4-H Policy Handbook](#), [UC Master Food Preserver Policy Handbook](#), and [UC Master Gardener Policy Handbook](#)).
11. Be recognized as an agent of the UC when working in the course and scope of your volunteer duties by wearing your program name badge (see [UC Master Food Preserver Policy Handbook](#), and [UC Master Gardener Policy Handbook](#)).

Your Rights:

1. To be respected by program staff.
2. To have access to current program materials, training, and curriculum to support program delivery.
3. To be informed of any infraction that may or does result in corrective action or dismissal from the program.
4. To make written complaints concerning statewide programs, policies or personnel as described in the Policy Handbook (see [4-H Policy Handbook](#), [UC Master Food Preserver Policy Handbook](#), and [UC Master Gardener Policy Handbook](#)).

The following are prohibited when acting on behalf of a UC ANR statewide program:

1. Failure to act in a supportive and cooperative manner with program stakeholders, failure to adhere to the programmatic goals established by the program staff and/or failure to support [UC ANR's Principles of Community](#).

Adult Volunteer Code of Conduct – page 2

(PAGE RETAINED BY THE 4-H ADULT VOLUNTEER)

2. Violation of the UC ANR Volunteer Agreement or Adult Volunteer Code of Conduct.
3. Possession or use of alcohol, tobacco/tobacco products, e-cigarettes, marijuana/marijuana products, illegal drugs and/or other inappropriate materials (or to be under the influence thereof) when involved in a statewide program activity.
4. Use of abusive, obscene and discriminatory language at any program activity.
5. Attack or harassment of another person; whether visual, verbal, physical and/or by the use of social media.
6. Private, one-on-one interactions with youth members at *any time*, both during program activities and outside of program activities, (other than as approved by the youth member's parent/guardian), or an exceptional circumstance such as an emergency.
7. A romantic relationship with any youth member at *any time*.
8. Behavior that is illegal, unsafe, or contrary to the highest standard of ethics (see [Regents Policy 1111](#)).

Consequences:

All UC ANR volunteers and trainees shall act in ways that promote and support statewide program goals and do not conflict with statewide program policies and procedures. Infractions of this Adult Volunteer Code of Conduct should be reported promptly by anyone observing them to program staff. The UCCE County Director may, if necessary and with guidance from the Statewide Volunteer Coordinator, immediately limit, suspend or terminate the services of any statewide program volunteer.

Further, the UCCE County Director may, if necessary in their sole judgment, waive the formal review process and immediately suspend or terminate a volunteer if in the best interest of the program (e.g., a potential threat to public safety, receipt of notice that the volunteer is the subject of a criminal investigation, and/or other conditions that cannot be remedied with corrective action). In such instances, the decision of the UCCE County Director* is final. The [Conflict Resolution Manual](#) is intended to serve as a process guide for working through infractions.

Photograph and Information Release

(PAGE RETAINED BY THE 4-H ADULT VOLUNTEER)

I give to The Regents of the University of California, National 4-H Council, National 4-H Headquarters (USDA), Cooperative Extension and units, its nominees, agents, and assigns, unlimited permission to copyright and use, publish, and republish for purposes of advertising, public relations, trade, or any other lawful use, information about me and reproduction of my likeness (photographic or otherwise) and my voice, whether or not related to any affiliation with 4-H, with or without my name. I hereby waive any right that I (and minor) may have to inspect or approve the copy and/or finished product or products that may be used in connection therewith or the use to which it may be applied. By signature on the 4-H Adult Volunteer Application Form, I consent and agree to the foregoing terms and provisions.

Membership Policies

Requirements

The University of California's 4-H programs are available to all California youth, and does not discriminate based on race, creed, religion, color, national origin, sex, or mental or physical handicap in any of its programs or activities, or with respect to any of its employment policies, practices, or procedures. The University of California does not discriminate based on age, ancestry, sexual orientation, marital status, citizenship, medical condition (as defined in Section 12926 of the California Government Code) nor because individuals are disabled or Vietnam Era Veterans. 987-0097.

Youth enrolled in any planned 4-H educational experience are considered 4-H members. County and volunteer staff should enroll all youth participating in any 4-H program or activity. Members may enroll in 4-H clubs, camps, special interest groups, day camps, etc., or enroll individually at the option of the County 4-H staff.

Primary Members

Primary members must be 5 years old by December 31st of the program year. Youth enrolling who turn 9 on or after January 1, must participate as a primary member until June 30th. Primary members cannot enroll in large animal projects. To be in non-primary projects of other topics, the project leader must be willing to take on the primary member and can choose to decline to enroll them depending on their assessment of time, ability, and appropriateness. Small animal projects can be approved for primary members including dogs, rabbits, rats, cats, poultry, covies, mice, embryology, bees, entomology, marine science, pygmy, Nigerian dwarf goats and therapeutic animal projects. For a complete list of approved primary member projects, see the California 4-H Project List.

The determination regarding showing is also based on the member's age by December 31st of the program year, regardless of when the fair or show is conducted during the calendar year. Primary members may not participate in competitive showmanship classes as a 4-H member. This includes competitive classes also identified as "pee wee" showmanship or "junior buckaroo" events. Coverage under the 4-H accident/sickness insurance program and protection under UC's liability program is not extended to include competitive showmanship classes.

Junior, Intermediate, and Senior Members

Must be 9 years old by December 31st of the program year and may continue in the program until December 31st of the calendar year in which they become 19 years of age.

Note: An individual is only required to be 18 years or older to become an adult volunteer; however, a 4-H member cannot simultaneously be an adult volunteer.

Parent Participation

While desirable, the participation of parents is not required for membership. However, it can be beneficial to explain the often small and specific roles Assistant Leader Volunteers can fill to open options for parent participation. Many parents see the Community Club or Project Leader as the only options and believe they would be overwhelmed in those roles, but they are unaware of the option to serve in a smaller, specific role.

4-H Enrollment

4-H projects may start at any time during the year; however, most clubs follow the traditional school calendar from September to June with little club activity during the summer months.

Members may enroll in the 4-H Program at any time during the 4-H year. A member may also add or leave a project at any time during the 4-H year. However, some requirements for event or project participation may exist that can preclude a member from participating in that event or project, like county or state fair, presentation days, or field days.

All individually enrolled 4-H members have to complete the following forms in 4hOnline in order to re-enroll:

- Member Enrollment Packet
- Member Treatment Authorization and Health History Form
- Member Code of Conduct
- Waiver of Liability

Members must also pay the state 4-H program fee and the county program fee of \$2.50 per family.

There are funds available at the county-level for youth who wish to enroll but have a financial hardship barring them from paying the enrollment fee. Please contact the county office to get more information.

Incentives for Attendance and Participation

According to the National 4-H policies as outlined in the Steps to Success model (see next page), to be a member in good standing only requires the member to be enrolled and working to complete at least one project. As a leader, it can be tempting to believe a mandatory attendance policy will ensure the members are getting the most out of their 4-H experience. However, both 4-H policy and educational research disagree with that mindset.

The best way to ensure members are active and present for their club and project meetings is to plan the activities and schedule in advance. This project and club meeting planning is crucial to ensuring the self-motivated participation that makes 4-H so valuable.

However, you can provide an incentive for attendance or participation through requirements to receive club financial support (like scholarships or help for conference or event fees).

Judging Project Completion

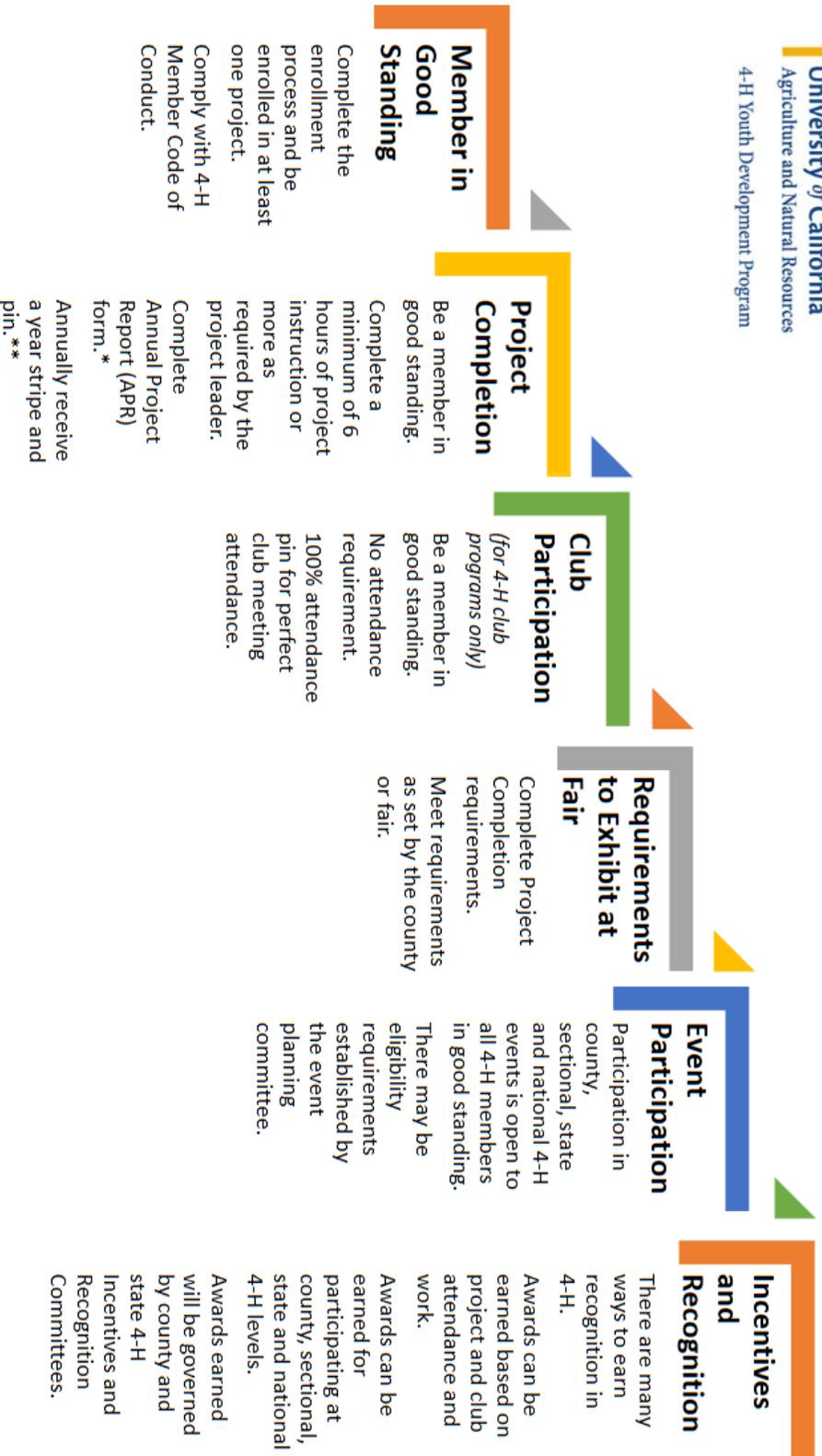
The annual project report (APR) in a member's record book provides the opportunity for them to describe their experiences in a project. However, it is up to the individual project leaders to decide if a member has effectively completed their project. Attendance at project meetings is extremely important, but *participation* in the project meeting and activities is far more important.

The member should be able to demonstrate the skills a project leader outlined as the goal of the project when the program year ends in order to be considered successful in their project. The leader should have a specific, measurable way to judge these skills, and in the case of non-completion, they should provide specific reasons and information for how that member did not succeed in learning those skills.

Animal projects in particular should use extreme caution in judging completion. Allowing a member who did not sufficiently learn safety, handling, or care knowledge to register as complete and participate in events like county or state fair is both dangerous and irresponsible.



Steps to Success in 4-H



*Primary members, youth aged 5 to 8 years, do not complete the APR. Record keeping is not required for project completion.

**Primary members receive a year stripe and pin for participation in a project. Project completion is not required.

**Junior/Teen leaders receive a gold stripe and year pin for completing the Leadership Development Report (LDR). Junior/teen leaders are not required to actively participate in the project in which they are a leader.

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities. (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/ansstaff/files/176836.doc>). Inquiries regarding ANR's nondiscrimination policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.

Incentives and Recognition

Incentives for participation include the following:

- * The opportunity for social interaction with friends or new peers through trips, fun activities, Hi 4-H, etc.
- * The opportunity to learn new and valued skills.
- * The expectation of learning in a secure, stimulating environment, being led by caring adult volunteers.
- * The opportunity to teach others, e.g., younger members.
- * The opportunity to contribute to one's group and community.
- * The expectation of acceptance, encouragement, and informal recognition of one's worth from peers and valued adults.
- * The expectation of formal recognition for participation and contribution.

Recognition opportunities should be promoted widely at the local level. This may be accomplished by conducting trainings and other education and outreach to ensure competitive and recognition programs are available and publicized to all members and adult volunteers.

Star Ranking System

County 4-H staff and 4-H clubs are responsible for coordinating star ranking awards. The star award ranking system is a voluntary advancement program utilizing the Personal Development Report form (part of the 4-H record book) as a goal setting tool, aimed at encouraging broad-based participation and achievement in 4-H. 4-H members record their participation in eight categories for the current 4-H program year on the Personal Development Report. Activities are totaled for all years in 4-H and star awards are given to those 4-H members meeting the requirements.

Junior, intermediate and senior members may all strive for star ranks. Each star level takes an average of two years to complete. Star rank achievers receive a tangible star, which is often attached to the 4-H hat.



Bronze: Complete at least 5 of the 8 PDR categories.



Gold: Complete at least 7 of the 8 PDR categories.



Silver: Complete at least 6 of the 8 PDR categories.



Platinum: Complete at least 7 of the 8 PDR categories.



Emerald: A county-based program. The Emerald Star program is designed for intermediate and senior 4-H members.

4-H Uniform and Cap Etiquette

Proper dress and grooming for an occasion is a matter of exercising good judgment. Dressing well for all 4-H occasions is a skill that individuals should gain knowledge of and value its significance. Adults, members and 4-H staff should encourage this important lesson.

4-H encourages youth and adults to express their individuality within the parameters of the below general guidelines. All clothing is required to be neat, clean, acceptable in appearance, and should be worn as appropriate for 4-H events and activities.

The California 4-H uniform is made up of the following garments:

- Official green uniform 4-H hat branded with the University of California, Agriculture and Natural Resources (UC ANR) and the 4-H clover logo mark. We are the only state to have a 4-H uniform hat. Many members display their achievement pins on their hats. A 4-H hat is NOT required for membership in the California 4-H Youth Development Program or for participation in any 4-H activity, event, or occasion.
- A plain white shirt with a collar. Any length of sleeve, including sleeveless is acceptable.
- Members have a choice of bottoms, appropriate to the event or activity, as specified in the California 4-H Dress Guidelines.

OPTIONAL: A traditional 4-H tie or scarf worn with the collared white shirt. The tie and scarf are both worn under the collar. Any member can wear either the scarf or the tie--whatever the member is most comfortable wearing.

Alternate Casual Uniform: For casual events, members may wear their club or county 4-H branded shirt without the uniform hat. Club and county 4-H shirts must properly display the 4-H emblem according to the California 4-H Branding Toolkit.

Pin and Badge Placement on Cap

Left Side:

- All- star, platinum, gold, silver or bronze stars in front. You may "cascade" the stars.
- Place the junior/teen leader emblems and the HI 4-H patch (in that order) behind the stars.

Right Side:

- Stripes earned for each year completed in 4-H.
- Year completion pin (primary, junior, intermediate and senior) - place above the stripe of the year the pin was earned, starting with the primary pins next to the 4-H clover
- Officer pins - align with year earned.
- 100% Attendance pins - place below the stripe of the year the pin was earned.

Note: If a member earns more year stripes than can fit on the right side of the hat, they may "wrap around" their stripes and continue onto the left side of the hat.

Medals may be worn on either side of the hat. Placing them on the left is recommended.

Note: No other pin or ribbon should be worn on the hat other than 4-H related items. The hat should reflect the dignity of the 4-H Youth Development Program. Some items that should not be worn on the hat include buttons, fair medals, convention badges or other regalia.

Notes on Competition

Many opportunities exist at the county, regional, state and national levels for members to be recognized at events. Many events recognize members through competition for project-based skills (such as livestock judging, poultry, and horticulture) while others allow for recognition of life skills (such as presentations, judging contests, etc.).

Some events require a member to qualify before moving on to the next level of competition (such as 4-H Presentation Days). A minimum achievement must be obtained at a qualifying event before the member may exhibit at the next event.

4-H sanctions teams to attend National 4-H Competitive Events each year after teams qualify at the appropriate statewide event.

However, it is important to note that maturity and development are crucial to competition acting as a positive or negative force.

As a child matures, they usually become more interested in measuring their abilities through competition. Competition is a measurement of an individual's accomplishment or skills against private or public standards or against the achievement or skills of others. It is important to bear in mind that a less able person can be harmed if forced to compete or competes at too high a level. A child who is fearful of not doing well may completely withdraw from any type of participation.

If competition is used to spur young people to greater efforts, it should be used carefully so that members are motivated, not defeated. It is important that the standards and rules for achievement or competition are clear, and that each 4-H member understands why and how decisions will be made. The rules of procedure should be clear and the basis for measurement or evaluation should be fair and impartial.

Exhibit days and fairs provide a good opportunity for members to receive recognition for their project work, and members should be encouraged to enter their projects at fairs.

Primary Members

Research has shown that competition at the early stages of childhood have a chilling effect on skill-building and confidence. For this reason, 4-H does not allow primary members to participate in competitions.

Primary age members benefit from a variety of short-term exploratory project experiences. Primary members should not have ongoing projects of any kind including animal projects - nor should they participate as competitive exhibitors with animals - large or small, because within the 4-H program, exhibits are intended to showcase the culmination of a long-term project.

In general, the handling of animals (large or small) requires discipline and motor skills that have yet to be fully developed in most children aged 5 to 8 years and when coupled with the unpredictable behavior of animals, does not provide the optimal safe educational environment.

Primary members may exhibit or showcase in a noncompetitive event or feature items from their activities. However, primary members are not eligible to receive premium funds as a result of exhibition.



Parent, Guardian, or Adult Participant Code of Conduct

(PAGE RETAINED BY THE PARENT, GUARDIAN, OR ADULT PARTICIPANT)

All 4-H parents, guardians, or adult participants are subject to all of the requirements of the 4-H Policy Handbook. As well, all 4-H parents, guardians, or adult participants are subject to all other applicable University of California (UC) policies, and to all other relevant laws and regulations. The following requirements are critically important and, as such, constitute the California 4-H Youth Development Program (YDP) Parent, Guardian, or Adult Participant Code of Conduct.

1. Respect all 4-H participants including youth members, adult volunteers, parents, guardians, other adult participants, 4-H YDP staff, and other UC personnel.
2. Comply with all requirements of the State 4-H Office, UC Cooperative Extension (UCCE) County Directors, 4-H YDP staff, and other UC personnel.
3. Recognize the responsibilities of the State 4-H Office, UCCE County Directors, 4-H YDP staff, and other UC personnel in setting program standards, priorities, and direction.
4. Support implementation of the 4-H YDP as administered by the State 4-H Office, UCCE County Directors, 4-H YDP staff, and other UC personnel.
5. Recognize, respect, and support 4-H adult volunteers in performing the duties and responsibilities afforded to them by virtue of their role.
6. Take personal responsibility for any interpersonal conflict that may arise, whether with parents, guardians, other participating adults, adult volunteers, 4-H YDP staff, and/or other UC personnel; thereby demonstrating positive conflict resolution skills for youth members.
7. Follow the *California 4-H Dress Guidelines* - <http://4h.ucanr.edu/files/210170.pdf>

PROHIBITED BEHAVIORS AND ACTIONS

The following behaviors and actions are prohibited for all 4-H parents, guardians, or adult participants when engaged in any 4-H activity. The UCCE County Director* may, if necessary in their sole judgment, immediately bar or censor involvement of any 4-H parent, guardian, or adult participant that does not comply. In such instances, the decision of the UCCE County Director* is final.

1. Possession or use of alcohol, tobacco, smokeless tobacco products, e-cigarettes, unregulated nicotine products, illegal drugs, and/or any other inappropriate materials.
2. Participation while impaired in a manner that impedes making a constructive contribution to the 4-H program.
3. Driving any 4-H participant in any vehicle without a valid driver's license and proof of automobile liability insurance; and/or failure to ensure that all passengers use seat belts.
4. Use of abusive, obscene, and/or discriminatory language.
5. Attack or harassment; whether verbal, physical, written, or by the use of social media.
6. Engagement in discrimination on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.
7. Be the subject of a criminal investigation or prosecution for a misdemeanor or felony offense.
8. Engagement in any other behavior that is illegal, unsafe, and/or does not support the 4-H mission.
9. Have private, one-on-one interactions with youth members, at *any time*, both during 4-H activities and outside of 4-H activities, (other than as approved by the youth member's parent/guardian), or an exceptional circumstance such as an emergency.
10. Engagement in any behavior that – in the sole judgment of the UCCE County Director* – negatively impacts the 4-H program. This specifically includes, but is not limited to, conducting oneself in a manner that is uncooperative, uncivil, disrespectful, unproductive, disruptive, and/or insubordinate; as well as conducting oneself in a manner that requires undue supervision by UC ANR, UCCE personnel and/or 4-H YDP staff, such that time and effort is absorbed by activities that do not benefit youth members.

By receiving this document, I understand that I am expected to abide by the 4-H Parent, Guardian, or Adult Participant Code of Conduct. I understand that my involvement is contingent upon my compliance and that failure to comply may result in being barred or censored from 4-H activities.

*When referring to regional (outside the authority of a single County Director) or state level infractions, this authority extends to the Statewide 4-H Director.



Member Code of Conduct

(PAGE RETAINED BY THE MEMBER)

The 4-H Policy Handbook tells me my rights as a 4-H member, and the rules I have to follow. 4-H calls the most important rules for members the “Code of Conduct”. When members follow the Code of Conduct, it helps keep 4-H safe and fun for everyone.

I will follow the 4-H Code of Conduct (rules) and I will:

1. Be nice, kind, helpful, and respectful to other 4-H members; and to adult volunteers, youth leaders, 4-H staff, and other adults in charge.
2. Be honest, honor my commitments, and accept responsibility for my choices.
3. Use language that is respectful and kind. Not use curse words.
4. Not have or use alcohol, tobacco (like cigarettes, e-cigarettes, or chew) or other drugs (unless my doctor gives them to me).
5. Not bother or attack others, not carry or use a weapon; and not do anything else illegal or unsafe.
6. Know that adults can search my things (like my backpack) if they think I might have broken the 4-H rules.
7. Not touch anyone in a way that is too affectionate, and not engage in sexual behavior.
8. Follow the 4-H *Guidelines for Social Media* - <http://4h.ucanr.edu/files/133821.pdf>.
9. Not do things outside of 4-H that are harmful to anyone in 4-H or the 4-H program.
10. Follow the *California 4-H Dress Guidelines* - <http://4h.ucanr.edu/files/210170.pdf>

While attending 4-H overnight events, I will:

1. Be in my room when I'm supposed to be there.
2. Not leave the grounds unless an adult in charge gives me permission, and only if there are two adults with me.
3. Only enter my own assigned sleeping area and will not invite any kids who aren't 4-H members into the sleeping areas.
4. Be responsible for any damage caused by my actions.
5. Follow all the rules for that event.

Consequences

Anyone who sees someone break the Member Code of Conduct should tell the adult in charge right away. That adult will tell that member's parent or guardian. Consequences for breaking the 4-H rules may include:

1. Sending the member home.
2. Having the member meet with 4-H adults, talk about how the member can learn from what they've done, and decide what the member should do to make up for any harm done.
3. Charging the member (or their parents/guardians) for the cost of repairs to property that the member damaged.
4. Giving the member a warning, barring them from future events, suspending their membership, or terminating their membership.
5. Taking the member to the nearest law enforcement agency or other proper authority.

Photograph and Information Release

I give to The Regents of the University of California, National 4-H Council, National 4-H Headquarters (USDA), Cooperative Extension and units, its nominees, agents, and assigns, unlimited permission to copyright and use, publish, and republish for purposes of advertising, public relations, trade, or any other lawful use, information about me and reproduction of my likeness (photographic or otherwise) and my voice, whether or not related to any affiliation with 4-H, with or without my name. I hereby waive any right that I (and minor) may have to inspect or approve the copy and/or finished product or products that may be used in connection therewith or the use to which it may be applied.