1. Can counties charge fees to 4-H YDP participants?

UC has developed strategies and Cost Recovery Guidelines to recover costs associated with programs and services for the public good as well as those for customized programming for targeted audiences. County directors and 4-H YDP staff should refer to these guidelines when establishing county fees. All county and unit fees must be approved by the county director.

2. Can units (e.g., clubs) and volunteer management organizations (VMO; e.g., councils) charge program fees to 4-H members?

Units and VMOs may charge fees, but the cost must not exceed the amount to cover specific program costs, must follow UC guidelines and must not be a deterrent to youth or adult participation. Any requests for charging of fees must be well documented and clearly outline the need for the fee. Unit and VMO fees must annually be approved by the county director and identified in the unit or VMO’s annual budget.

3. Can a fee be charged in lieu of fundraising?

By charging a fee, the educational process of planning and budgeting is lost. It is important for youth to have the experience of identifying funding sources, implementing plans and operating within a budget. 4-H units/VMOs who consider requesting approval for charging an annual fee, must clearly document why fees would be preferred to the educational experience of group fundraising.

4. Can a county, VMO or unit charge participation fees?

For certain events, activities or projects, the member may be responsible for additional costs to cover supplies, services or materials. These additional costs must not exceed the amount (or estimate thereof) needed to cover specific program costs. Some examples are the costs of project work and participation at camps, field trips, fairs and competitive events. 4-H adult volunteers or members will receive and account for all funds collected for these events and submit to the 4-H unit or VMO treasurer for deposit and reimbursement.

5. What if a member or adult volunteer cannot afford to pay the fee?
ANR programs are to be open and accessible to participants, regardless of their individual ability to pay. All brochures, marketing or other communications of the 4-H YDP should include a notice indicating such.

*Sample Access Statement:* ANR programs are open to participants, regardless of their ability to pay. Please contact (e.g., the UCCE Office) if you have any barriers to participation or any special needs.

6. **What are the ANR policy guidelines for fees?**

The following guidelines should be used in considering the establishment of a local or county 4-H program fee:

- All activities for which fees are charged must be consistent with the mission and current program direction of ANR and the 4-H YDP.

- ANR program activity/user fees are based on direct costs incurred for each specific program.

- Revenue generated from program activity fees shall be used exclusively for expenses related to the enhancement of 4-H YD programs.

- ANR programs are open to clientele regardless of their ability to pay. Provisions must be made to reduce or waive fees when an individual is unable to pay. Brochures and materials listing a program fee must also state that the fee will be reduced or waived when an individual makes it known that they are unable to pay the fee.

7. **What is the accountability and fee administration process?**

- It is the responsibility of county director and 4-H staff to ensure that all UC, ANR and 4-H YDP regulations, policies and procedures are followed.
• County directors and 4-H staff have an obligation and requirement to justify fees charged in relation to the costs associated with the programs or services offered.

• Fees must be receipted, deposited and expended in line with appropriate University of California and ANR and 4-H YDP financial policy and procedures.