



**University of California**  
**Cooperative Extension San Benito County**  
**4-H Youth Development Center & Farm Animal Science Project**  
**4-H Farm USE AGREEMENT**

**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 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 area: 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 smoking of tobacco products, no tobacco chew, no marijuana products, no alcohol, no drugs, no weapons are allowed at the 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 25 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 YDC&F is open 6 am - 9 pm, except under special circumstances with prior approval from the 4-H YDC&F committee.
10. 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.
11. 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 trash is to be taken home (including feed sacks) immediately and is not to be left to accumulate. No trash is to be discarded at the 4-H YDC&F.
4. No alterations, improvements, or decoration can be done by the 4-H members without prior written consent from the 4-H YDC&F at the end of committee. Any improvements to the premises shall become the property of the 4-H at the end of occupancy.

### **Workdays/Chores/Meeting(s)**

1. Attendance at 4-H YDC&F workdays is mandatory. Each member is expected to contribute **ten** hours per use agreement by August 31st five hours must be completed on designated 4-H farm work days.

2. Any incomplete hours from the previous year and the **ten** hours for the new year will need to be completed if you would like to return to the 4-H YDC&F prior to the arrival of a new animal for the current year.
3. Your attendance at the workdays will be taken into consideration when the 4-H YDC&F Use Agreement are reviewed for space allocation in the future.
4. Duties and responsibilities must be carried out when assigned. Failure to complete tasks will be grounds for dismissal from the 4-H YDC&F.
5. If you do not contribute the mandatory ten hours of service at the 4-H YDC&F and would like to use the facility in the next program year, you must make-up the remaining hours from the previous year **BEFORE** your current application is accepted. You will also need to complete the mandatory ten hours of service for the current year before you will be able to bring your animal to the 4-H YDC&F.

### **Equipment**

1. All personal property must be clearly marked.
2. Only general use equipment and materials (leads, brooms, racks, water and feed pans, buckets, ect.) 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 of date of this Agreement.
4. All swine members that house animals at the 4-H farm must provide a self watering tube with your name on the water tube and stored with your equipment or feed area. The tube water will be used for your animal in case of a water shut off emergency.

### **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.
  - b. **Selection:** The selection of the breeds should be in line with intended frame size and market-ready weights.
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 but can be housed year-round as fire prevention if 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/dairy animals or 12 poultry (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, 4 Goat/Dairy Goat pens and 20 Swine pens, 2 Poultry coops. The maximum allowed per pen is 2 Sheep, Goat/Dairy goats, or Swine, unless the pen is shared by a family, upon which there may be 3 animals in the same pen.
7. There are 2 poultry coops with hutches and yards. Coop #1 will house only chickens and/or ducks depending on the size of the birds the coop may require less than 12 birds. Coop #2 will house only Turkeys with a maximum of 8 birds depending on the size of the birds. Quail will require a separate coop. A 4-H member will have to inform the 4-H farm manager(s) if you plan on housing quail on the 4-H farm for prior approval of an additional coop being added to the 4-H farm.
8. There are 6 Beef pens. The maximum allowed per pen is 1 Beef. Additional Beef space may be accommodated upon request of the 4-H YDC&F committee.
9. 4-H YDC&F committee must be notified before:
  - a. Project/ Animal(s) brought to the 4-H YDC&F.
  - b. Project/ Animal(s) removed from the 4-H YDC&F for exercise or may other purpose.
  - c. Project/Animal(s) moved from one stall to another, except in an emergency.

### **Stalls/pens management**

1. 4-H member will be charged \$10.00 fee per animal to use the 4-H YDC&F. The payment is submitted with your completed farm agreement to the 4-H farm chairman prior to the arrival of your animal(s) on the YDC&F.
2. Animal projects will be housed in assigned stall(s). SBCF market animals will be given priority.
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 members's responsibility.
5. All manure and feed is to be disposed of at the designated areas.
6. Stalls/pens and gates are to be secured with quick release latches. No locks are allowed unless approved by the farm committee.
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.

### **Timeline**

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 1st through December 31st annually.
3. Space is limited at the 4-H YDF&C. Use Agreements will be honored on a first-com, first-served basis, and are due with all signatures by May 1st annually.
4. A 4-H farm agreement is required prior to being submitted to the 4-H office or 4-H farm manager(s) prior to animal(s) being brought into the 4-H farm for housing.

### **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 exposition events where San Benito 4-H members are eligible.

2. **Animals must be fed, watered, and cared for a minimum of twice a day. During a heat spell youth will be required to attend to their animals additional times throughout the day to ensure their animals have water and do not overheat.**
3. The feeding should follow recommended basic nutritional requirements for the respective animal.
4. No garbage or food scraps are to be fed to project animals at any time.
5. All 4-H youth members are responsible for 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.
6. Parents/Guardians are strongly encouraged to only help the youth members when needed. By allowing the youth to take care of their own animal they will build confidence as well as self reliance and responsibility. 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.

#### **Health, Diseases and Biosecurity**

1. The 4-H members will ensure strict adherence to biosecurity practices, including identifying critical control points (CCP), preventing potential disease spread by always disinfecting, isolating sick/suspected animals, restricting the transfer of materials from one animal to another, and respecting biosecurity signage.
2. The 4-H member is responsible for the purchase of all medications and equipment needed, including his/her own thermometer.
3. 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.
4. The 4-H member is responsible for the removal of an animal in the event of death.
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.
6. Members are required to take responsibility for all practices, procedures and protocols that guarantee prevention and spread of diseases.

## **Infraction and Agreements**

1. If animal projects are not being cared for properly the member **will be given two written warnings and one final dismissal notice of removal of animal by 4-H Farm manager(s)**, from the 4-H YDC&F chair or 4-H Youth Development Staff. If concerns continue, members will be given notice to remove the animals/project from the premises.
  - a. 1st written warning from the 4-H farm manager(s) will be given to the youth.
  - b. 2nd written warning from the 4-H farm manager(s) will be given to the youth & parent(s).
  - c. The 4-H Youth Development Staff will be notified of any written warnings given by the 4-H farm manager to a youth and/or parent. To be placed on file for this youth member.
  - d. 3rd written **DISMISSAL** will be given to the youth, parent and 4-H project leader with the removal of the animal within 48 hours of the notification by the 4-H Youth Development by CES or Advisor.
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 parents/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 Rd, Hollister.

## **Farm Contact Information:**

1. **David Stephens**
  - a. Email: [sbc4hpigs@gmail.com](mailto:sbc4hpigs@gmail.com)
  - b. Phone: 831-207-1700
2. **Colleen Bryan**
  - a. Email: [kalibeachgurl@yahoo.com](mailto:kalibeachgurl@yahoo.com)
  - b. Phone: 831-801-6194

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## University of California Cooperative Extension San Benito County 4-H Youth Development Center & Farm ANIMAL SCIENCE PROJECT USE AGREEMENT

This Agreement is entered on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the University of California Cooperative Extension 4-H Youth Development Program of San Benito, hereafter referred to as the San Benito County 4-H Youth Development Center Farm (4-H YDC&F) and \_\_\_\_\_, (member name) hereafter referred to as the "4-H Member".

This Agreement will start on \_\_\_\_\_ (date) and end on or about \_\_\_\_\_ (date), unless the Agreement becomes unsatisfactory to either party. This Agreement is non-transferable.

\$10 payment per Animal Received on \_\_\_\_\_ (date, Check # \_\_\_\_\_ Cash \_\_\_\_\_

Member Information: Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ 4-H Club: \_\_\_\_\_

Year in 4-H: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Specie	Number	Market, Breeding, W.A.	Fair Name	Date In	Date Out	Proj. Ldr. Signature

I have read and agree to abide by this Agreement and understand that any infractions of this Agreement will prevent me from using the 4-H YDC&F.

Required Signatures: 4-H Member: \_\_\_\_\_ Date: \_\_\_\_\_

4-H Community Club Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_  Approved  Denied

4-H Staff: \_\_\_\_\_ Date: \_\_\_\_\_