



**Santa Clara County
4-H Youth Development Program
Ranch Policies**



JANUARY 2018

TABLE OF CONTENTS

SECTION 100 INTRODUCTION AND PURPOSE	1
100.1 PURPOSE	1
100.2 STIPULATIONS	2
SECTION 200 RANCH MANAGER	2
200.1 APPOINTMENT	2
200.2 RESPONSIBILITIES	3
SECTION 300 PROJECT LEADER(S)	4
SECTION 400 LOCAL RANCH COMMITTEE	4
400.1 AUTHORIZATION	4
400.2 RESPONSIBILITIES	5
SECTION 500 4-H MEMBER	5
500.1 CONDITIONS FOR USE OF A 4-H RANCH	5
500.2 RESPONSIBILITIES	6
SECTION 600 HOUSING ANIMALS AT A 4-H RANCH	6
600.1 CONDITIONS	7
600.2 ANIMAL HOUSING FACILITIES	7
600.3 BIO-SECURITY	7
600.4 INSURANCE	8
SECTION 700 ALLOCATION OF RANCH SPACE	8
700.1 CRITERIA	8
700.2 METHOD	8
700.3 SPECIAL REQUESTS	9
SECTION 800 CONFLICT MANAGEMENT	9
SECTION 900 AUTHORIZATION	10
APPENDIX A	11
UNIVERSITY OF CALIFORNIA DIVISION OF AGRICULTURE AND NATURAL RESOURCES 4-H YOUTH DEVELOPMENT PROGRAM POLICY HANDBOOK, CHAPTER 11, XXV ANIMAL HEALTH AND SAFETY POLICIES.	
APPENDIX B	12
SECTION 700.3 SPECIAL REQUESTS FORM	12
APPENDIX C	13
SANTA CLARA COUNTY 4-H YOUTH DEVELOPMENT PROGRAM COMPLAINT FORM LINK	

SANTA CLARA COUNTY

4-H YOUTH DEVELOPMENT PROGRAM

RANCH POLICIES

KEEPING ANIMALS ON A 4-H RANCH IS A PRIVILEGE, NOT A RIGHT.

These policies shall be posted and maintained at each ranch facility.

SECTION 100 INTRODUCTION AND PURPOSE

The Santa Clara County 4-H Youth Development Program Ranch Policies define administration, conditions of use, and the roles and responsibilities for Ranch Managers, Local Ranch Committees, 4-H members, project leaders, adult volunteers and parents who use 4-H managed ranch facilities.

A 4-H ranch is a facility that houses horticultural plots and/or animals that are owned and raised by 4-H members. 4-H ranches are places where high quality 4-H activities and programs are delivered that engage youth in subject area projects (content) in an environment (context) where youth feel safe and free to share, learn, and grow; equal focus on both content and context is given to ensure an environment where youth can thrive.

100.1 PURPOSE

The purpose of a 4-H ranch is to:

- a. Teach science-based 4-H projects to youth that focus on science, engineering and technology; healthy living; and citizenship.
- b. Provide positive youth development experiences for youth so that youth may envision and work towards their full potential.
- c. Provide opportunities for youth-adult partnerships where youth and 4-H volunteers engage in mutual learning.
- d. Provide experiential learning opportunities for 4-H members pertaining to raising animals and horticulture that creates an educational climate through planned learning by exploring, doing, and receiving feedback.
- e. Provide opportunities to learn sustainable agricultural practices and sound animal husbandry practices.
- f. Provide opportunities for interacting with and educating the public.
- g. Positively represent the 4-H Youth Development Program.

100.2 STIPULATIONS

- a. A 4-H ranch is a shared facility where 4-H members, 4-H volunteers and parents:
 1. work collaboratively to ensure a supportive environment for youth to reach their fullest potential;
 2. acknowledge the interconnected nature of all the projects that use the ranch;
 3. conduct themselves in a manner that promotes cooperation and team work;
 4. respect the needs of other users of the ranch, the health and wellbeing of people, animals and the environment.
- b. 4-H ranches are managed under the stewardship of a 4-H chartered entity, typically a 4-H club, in accordance with 4-H policy and procedures.
- c. In addition to these policies a 4-H ranch is subject to civic authority, facility use agreement, ranch use agreement and local ranch policies and procedures.
- d. All 4-H members, project leaders, adult volunteers, and parents/guardians will abide by the 4-H Code of Conduct and current California 4-H policy as outlined in the University of the California Division of Agriculture and Natural Resources 4-H Youth Development Program Policy Handbook. The following documents are incorporated herein by reference as though full set forth:
 1. Member Code of Conduct <http://4h.ucanr.edu/files/211114.pdf>
 2. Adult Volunteer Code of Conduct <http://4h.ucanr.edu/files/16404.pdf>
 3. Parent, Guardian, or Adult Participant Code of Conduct <http://4h.ucanr.edu/files/210804.pdf>
 4. University of California Division of Agriculture and Natural Resources 4-H Youth Development Program Policy Handbook <http://4h.ucanr.edu/Resources/Policies/>

SECTION 200 RANCH MANAGER REVISED JANUARY 2018, REPLACES SEPTEMBER 2009, DECEMBER 2011, JULY 2017

Ranch Manager(s) provide(s) leadership, administrative and operational support, and oversees the management of a 4-H ranch facility.

200.1 RANCH MANAGER APPOINTMENT

Ranch manager(s) must be certified 4-H volunteer(s), and are required to complete the 4-H volunteer enrollment process annually.

A minimum of one Ranch Manager (two ideally) shall be appointed annually by the adult leader of the chartered 4-H entity charged with managing the ranch, subject to confirmation and approval by the 4-H Youth Development Advisor. To prevent conflict of interest, the Ranch Manager (s) shall not be the parent of a member participating in a ranch sited project and must not be a relative of the club leader.

On some occasions it may be impractical to have a Ranch Manager that is not a parent of a 4-H member participating in a ranch project; in these situations, there should be two appointed Ranch Managers.

200.2 RANCH MANAGER RESPONSIBILITIES

- a. Oversee ranch security, safety, and maintenance in collaboration with 4-H volunteers and members to ensure that animal pens/cages, garden areas, and common areas are safe, clean and pleasing to the public eye; and all waste is disposed of properly.
- b. Develop and coordinate at least one workday each year to make repairs as needed in collaboration with project leaders and members.
- c. Advise the Local Ranch Committee.
- d. Arbitrate difference of opinion, values and/or interests among 4-H volunteers and/or members using the ranch facility.
- e. Verify with the relevant 4-H club and county 4-H office that youth seeking to participate in a 4-H project at the ranch are members in good standing as defined by the club to which they belong and are enrolled in the corresponding animal or horticultural project.
- f. Verify ranch agreements between 4-H members and 4-H ranches are current.
- g. Collaborate with project leaders to assign animal pens prior to an animal being brought onto a 4-H ranch; an animal may not be moved to a different pen without prior approval of project leader(s) and ranch manager(s).
- h. Oversee the collection of all ranch fees in collaboration with project leaders and maintain financial and administrative records. Fees will be communicated to members at the time of enrollment.
- i. Facilitate the procurement of University of California facility use agreements in collaboration with the University of California 4-H Staff.
- j. Facilitate the collection of outreach data and annual reporting to the 4-H Youth Development Advisor.
- k. Insure all relevant state and local 4-H policies and procedures are adhered to.
- l. Develop, review and/or revise bio-security, quarantine, and emergency procedures as needed in consultation with 4-H Youth Development Advisor and UC ANR Risk Services, and facilitate annual trainings for all project leaders and users of the ranch.
- m. Respond to any illnesses or infections detected in any plants or animals located at the ranch and classify it into one of the following four classes:
 1. May be communicable to humans
 2. May be passed to other plants or animals
 3. May be passed only to plants or animals of the same species
 4. Confined to the infected plant/animal

If a class 1 incident is suspected, the ranch must be closed to all except to those with responsibilities for existing plants and animals. It must remain closed until a diagnosis, treatment plan, and quarantine schedule are received from either a plant pathologist or veterinarian. For class 2 or 3 incidents will take immediate steps to isolate and contain sick plants or animals.

- n. Report accidents that may or should require medical attention or ongoing health and or safety concerns such as; illness, disease, and broken fences, as well as significant events, such as fire, animal deaths caused by disease processes, escaping animals etc. directly to the 4-H

Youth Development Advisor. See Incident Report form

<http://ucanr.edu/sites/risk/files/23967.doc>

- o. Holds a current First Aid Certification. (Recommended)

SECTION 300 4-H PROJECT LEADER(S)

4-H project leader(s) leading animal and/or horticultural projects at a 4-H ranch shall:

- a. Deliver program content using the experiential learning model to create opportunities for youth to develop skills, practical knowledge and wisdom through observing, doing, creating and reflecting in collaboration with junior/teen leaders. Information on the experiential learning model available at <http://www.experientiallearning.ucdavis.edu/default.shtml>
- b. Facilitate the development of junior/teen leaders so they may assist in a project for a minimum of six hours of learning experiences that utilize 4-H approved curriculum and resources to meet the educational needs and goals of project members.
- c. Facilitate the development of program year goals and plans by individual project members.
- d. Provide individual support to project members as needed.
- e. Best practice is for two (2) appointed adult volunteers to be present with youth members during all 4-H projects. "Appointed adult volunteer" means an individual that has been given written confirmation of their formal appointment by the county director. On some occasions it may be impractical to have two (2) appointed adult volunteers present; in these situations there should be one (1) appointed adult volunteer and another adult participant or 4-H YDP staff member, one of which must be at least 21 years of age. **At least one appointed adult volunteer must be present during all 4-H projects.**
- f. Review Section 700.3 *Special Requests*
- g. Report the number of animals in the project to the ranch manager(s) and meet with the local ranch committee in accordance with Section 700, *Allocation of Ranch Space*.
- h. Collect all project and ranch fees and submit them to the Treasurer of the chartered 4-H entity providing stewardship for the ranch facility, such as a 4-H club.
- i. Prepare an annual project report with financial summary of all funds collected and distributed in compliance with California 4-H Youth Development Program policy; a copy of which to be given to the ranch manager for use in ranch budget development.

SECTION 400 LOCAL RANCH COMMITTEE

Each 4-H ranch will have a Local Ranch Committee under the direction of the Ranch Manager(s) engaged in decision-making for that facility.

400.1 LOCAL RANCH COMMITTEE AUTHORIZATION

- a. The Local Ranch Committee will be formed under the by-laws of the chartered 4-H entity providing stewardship for the designated ranch facility, typically a 4-H club, and will include provisions for:

1. Appointment of voting membership consisting of at least one 4-H member from each of the projects affiliated with the ranch. Members should be 9 years or older.
2. Meeting frequency deemed appropriate for management of the ranch, but not less than quarterly.
3. Meetings are open to all 4-H volunteers and members, but only the designated committee members shall have voting rights.

400.2 Local Ranch Committee Responsibilities

- a. Develop solutions to immediate issues using consensus decision-making.
- b. Participate in long and short term planning, such as allocation of pen space in accordance with Section 700, *Allocation of Ranch Space*.
- c. Develop an annual ranch budget and define appropriate ranch use fees for submission to the Treasurer of the chartered 4-H entity providing fiscal sponsorship, such as a 4-H club.
- d. Develop, review, revise, and/or make recommendations regarding local policy, procedures, or ranch use agreements as needed.
- e. Develop and coordinate at least one public outreach and engagement event annually in collaboration with 4-H volunteers and members.

SECTION 500 4-H MEMBER

500.1 4-H MEMBER CONDITIONS FOR USE OF A 4-H RANCH

- a. A 4-H member must be in good standing as defined by the Steps to Success and enrolled in the 4-H project that corresponds to the animal science and/or horticultural projects being housed at a ranch facility. <http://4h.ucanr.edu/files/209879.pdf>
- b. 4-H members may participate in animal science and/or horticultural projects at a 4-H ranch that corresponds to age eligibility requirements as outlined in the California 4-H Policies. A complete list of California 4-H Projects with age eligibility can be found at <http://4h.ucanr.edu/files/14270.pdf>
- c. All 4-H members enrolled in animal projects in any 4-H club in Santa Clara County shall have the privilege to house/raise at least one animal at a 4-H ranch. The use of a 4-H ranch is not restricted to 4-H members of the chartered 4-H entity managing the ranch.
- d. With the exception of miniature horses, a 4-H member must own the animal housed on a 4-H ranch.
- e. 4-H members may have up to five (5) large animals and six (6) small animals, if space allocation permits, at a 4-H ranch facility. Refer to 500.1 (h)
- f. All 4-H members are responsible to keep their animal pens clean. All animal waste shall be composted and reused; with the exception of swine manure which is to be picked up and disposed of according to local ranch procedures.
- g. 4-H members must complete one (1) year of the specific animal project before breeding an animal, except for dairy and small animal projects. Refer to 500.1 (h)

- h. Projects approved to be on 4-H ranches are: market animals, mini-horses, dairy goats, dairy cattle, pack goats, pygmy goats, poultry, rabbits, bees, and horticulture projects.
- i. 4-H members wishing to participate in any livestock breeding project, excluding dairy projects, or wishing to alter the number, sex, or species of animal housed on a 4-H ranch must submit a Special Request as outlined in Section 700.3
- j. At the time of project enrollment, Parents/Guardians' of 4-H member(s) will be notified of the time commitments involved in a ranch-sited project and will be asked to acknowledge that they are willing to provide the support for full participation by the 4-H member.

500.2 4-H MEMBER RESPONSIBILITIES

- a. Provide all care for their horticultural and animal project(s) and perform all assigned ranch duties that are developmentally appropriate. Parents, fellow 4-H members or 4-H project leader(s) may perform or assist with care or ranch duties as a developmentally appropriate accommodation or when the member is absent due to illness or family/school commitment. All accommodations and temporary care/ranch duties arrangements must be approved by the project leader(s) and reported to the ranch manager.
- b. Collaborate with the ranch manager(s) and project leader(s) to ensure animal pens/cages, garden areas, and common areas are safe, clean and pleasing to the public eye.
- c. Alert owners and project leader(s) promptly whenever an animal or plant shows signs of infection, injury, decline or sickness.
- d. Communicate concerns regarding a project or the facility (in this order) with the 4-H member, the 4-H project leader, and/or the ranch manager.
- e. Sign a ranch use agreement that has been approved by the County Director prior to bringing animals and/or plants on to a 4-H ranch.
- f. Pay their share of project costs and ranch fees in a timely manner. These associated costs will be communicated to the member at the time of enrollment.
- g. Remove animals from a 4-H ranch by December 31 of the program year (July 1 – June 30) in which they turn 19 years old.
- h. Abide by the animal raising policy guidelines set forth in the University of California Division of Agriculture and Natural Resources 4-H Youth Development Program Policy Handbook, Chapter 11, Section XXV and included for reference as Appendix A. Adhere to the safety guidelines provided by the California 4-H Program: "Clover Safe Notes"
[http://safety.ucanr.org/4-Resources/Clover Safe Notes by Project Area/](http://safety.ucanr.org/4-Resources/Clover-Safe-Notes-by-Project-Area/)
- i. 4-H members shall follow the rules stipulated by the veterinary Feed Directive – VFD.

[https://u.osu.edu/portage4h/files/2016/12/VFD-Fact-Sheet 4H -FINAL 5Dec16- Igokega.pdf](https://u.osu.edu/portage4h/files/2016/12/VFD-Fact-Sheet-4H-FINAL-5Dec16-Igokega.pdf)

SECTION 600 4-H MEMBERS HOUSING ANIMALS AT A 4-H RANCH

600.1 CONDITIONS

- a. 4-H member shall provide a signed ranch agreement (that has been approved by the County Director) with signatures from a parent/guardian and project leader(s) to the ranch manager(s) and pay all fees due prior to bringing an animal(s) on to a 4-H ranch.
- b. 4-H member will provide proof of a veterinary inspection at any time if requested by the ranch manager.
- c. Pens must be assigned prior to an animal being brought onto a 4-H ranch; and may not be moved to a different pen without prior approval of project leader(s) and ranch manager(s).
- d. Species housed at a 4-H ranch are subject to limitations by civic authority, facility use agreement and/or local ranch rules.
- e. Intact male livestock over 3 months (pygmy goats, 4 months) of age are NOT allowed on a 4-H ranch unless approved by the Club Ranch Committee
- f. Animals housed at a 4-H ranch will be vaccinated for appropriate pathogens and infections as identified by a local veterinarian or the UC School of Veterinary Medicine.

600.2 ANIMAL HOUSING FACILITIES

- a. Pens will be constructed and maintained according to the minimum standards found for each species or type of animal as given in official 4-H Curricula, National 4-H Publications, or national breed societies.
- b. Pens will be kept clean. Animal waste shall be composted and reused; with the exception of swine manure which is to be picked up and disposed of according to local ranch procedures.
- c. Fencing shall enclose the perimeter of a 4-H ranch for the health and safety of animals and members.
- d. Animal pens should be located at least two feet inside of perimeter fencing.

600.3 BIO-SECURITY

- a. Pens will be designated to hold a certain species each year. Pens may be reassigned to a different species after they are adequately disinfected and repaired.
- b. Pens will be disinfected thoroughly when ALL the animals vacate the pen, and before any animals are returned.
- c. Each ranch will have at least one quarantine pen. Ideally, one for each animal species.
- d. All new animals arriving at the ranch and those exposed to animals from other ranches will be in a quarantine pen for a minimum of seven (7) days. No quarantine is required for animals taken off the ranch when they have not been exposed to livestock from other facilities. Other quarantine options may be arranged at the discretion of the ranch manager(s) and as recommended by a veterinarian.

600.4 INSURANCE

1. UC's general liability and self-insurance program does not cover members.
2. It also does not cover project animals. Members and their families are responsible for seeking liability protection against damages caused by their animals. See also <http://4h.ucanr.edu/files/20010.doc>.

It is strongly recommended that 4-H families have liability coverage for the animals their children raise on the premises. Individuals or families desiring this type of insurance should consult with their insurance agents. Insurance agents can also advise the policyholder about coverage that may already be provided through their existing tenant or homeowner insurance policy.

SECTION 700 ALLOCATION OF RANCH SPACE

700.1 CRITERIA

The following criteria will be used to determine the allocation of space at each ranch:

- a. Pre-existing animals of any age must each be counted as one animal for the new program year. Animals that do not receive an allocation of space for the new program year must be removed from the 4-H ranch within 60 days.
- b. Each female animal that a member is planning on breeding and her expected offspring will be counted as two animals for the program year.
- c. Horticulture project leaders will determine whether a garden plot is individually allocated to each member and/or assigned to a group.

700.2 METHOD

The following steps and timeline shall be followed in the allocation of space at each 4-H ranch in sequential order.

- a. By November 1, the ranch manager(s) shall in collaboration with project leaders conduct an annual inventory of the ranch (pen, cages, garden plots) and determine the use and capacity of all spaces. The ranch manager(s) shall provide the inventory of animals by species and information regarding space availability to the County Ranch Committee.
- b. By December 1, 4-H Members will have signed up for ranch-sited projects. 4-H members participating in animal projects shall indicate the numbers of animals he/she intends to raise that program year.
- c. Ranch manager(s), project leaders and the local ranch committee will meet to allocate space.
 1. An objective, unbiased method must be used to allocate space. A series of allocation rounds should be used; on the first round each youth wanting to raise at least one animal will receive one slot. On the second round each youth wanting to raise two or more animals would receive a second slot; and so on up to the limits specified in

Section 500.1f. A breeding sow will need an entire pen for farrowing; therefore, the allocation count must be equal to the normal capacity of the pen.

2. Repeat the process until all requests are allocated or a round is reached where the remaining requests are greater than the remaining spaces; at this point use a drawing or similar process to award the last slots.
3. In the extreme case where there is not enough space to allow each youth a single animal, then a drawing or similar process would be used from the beginning.

700.3 SPECIAL REQUESTS REVISED JANUARY 2018, REPLACES SEPTEMBER 2009, DECEMBER 2011, JULY 2017

1. **4-H members** in good standing as defined by the Steps to Success (and who have demonstrated exceptional knowledge, expertise, and commitment to their chosen small animal or livestock project) may apply for a Special Request regarding number of animals housed at a ranch and/or to participate in breeding projects.
 2. To apply for a Special Request, a 4-H member will complete the following steps:
 1. Submit the completed "Special Request" included in Appendix B to the project leader and ranch manager for approval.
 2. Submit the signed "Special Request" form to the County Ranch Committee for approval and to 4-H staff for notification **at least one week prior to the Ranch Committee Meeting.** Refer to section 500.1 e thru h
 3. The Ranch Committee will make a determination - if approved, the form will be signed by the chair of the committee. The chair will then forward the "Special Request" to 4-H Staff for final approval.
 4. Applications for Special Requests are accepted year round, but must be **APPROVED before** October 31 of a program year. Approved Special Requests are valid only for the program year in which they were approved, July 1 – June 30.
-

SECTION 800 CONFLICT MANAGEMENT

- a. Conflicts/issues should be resolved face to face at the level where the conflict occurs, e.g. project level, club level, event level, or county level.
- b. When conflicts cannot be satisfactorily resolved at the initiating level, the conflict should be taken to the next authority level for review and resolution as follows:
 1. Project leader(s),
 2. Ranch manager(s),
 3. Leader of the chartered 4-H entity providing stewardship for the ranch facility, typically a club community leader.
- c. Situations pertaining to animal neglect, abuse, or other negative concerns **not** resolved at the project level will be referred to the 4-H staff directly.
- d. Conflict/issues involving 4-H members not resolved by the leader(s) of the chartered 4-H entity providing stewardship for the specific ranch facility will be referred to the Chairperson of the County Ranch Committee for arbitration. A summary of the conflict/issue and action taken will be provided to the 4-H Youth Development Program staff.

- e. For complaints/issues involving volunteers, parents, and other adults, the University of California Division of Agriculture and Natural Resources 4-H Youth Development Program Policy Handbook has defined a complaint process, which is initiated by the filing of the Complaint Form: <http://4h.ucanr.edu/files/4767.doc> with the 4-H Youth Development Program staff within **30 days** of the incident. The County Director has final determination regarding official filed complaint matters.
- f. The Chairperson of the County Ranch Committee can arbitrate any unresolved conflict/issues:
 1. any time prior to the filing of the aforementioned Complaint Form;
 2. if 30 days has passed since the date of incident;
 3. and, if the leader(s) of the chartered 4-H entity providing stewardship for the specific ranch facility has not been able to resolve the conflict/issues.

SECTION 900 AUTHORIZATION

Final decisions regarding the 4-H program in a county and the appointment of volunteers are the responsibility of the University of California Cooperative Extension County Director.

Volunteer Management Organizations and 4-H Units at the county level may establish local policies, but those policies must not contradict or be less restrictive than the policies, guidelines, and standards established in the University of California Division of Agriculture and Natural Resources 4-H Youth Development Program Policy Handbook. Policies developed by the Santa Clara County 4-H Council for all 4-H ranch facilities are subject to approval by the Santa Clara County Cooperative Extension County Director.

These policies are evaluated regularly and adjusted as needed to maintain effectiveness. The committee undertakes comprehensive review and restatement of policy triennially. Policy revisions that are necessitated between triennial reviews will be issued as Modification Letters after approval by the Santa Clara County Cooperative Extension County Director.

APPENDIX A

UNIVERSITY OF CALIFORNIA DIVISION OF AGRICULTURE AND NATURAL RESOURCES
4-H YOUTH DEVELOPMENT PROGRAM POLICY HANDBOOK, CHAPTER 11,
XXV ANIMAL HEALTH AND SAFETY POLICIES.

<http://4h.ucanr.edu/Administration/Policies/Chapter11/>



APPENDIX B

SECTION 700.3 SPECIAL REQUEST

Special Requests are accepted for review all year, but must be **APPROVED before October 31** of the program year.

PLEASE time your submission to allow for review by the County Ranch Committee.

SEEKING SPECIAL REQUEST FOR:

- 500.1g – BREEDING
- 500.1e – NUMBER OF ANIMALS ON A 4-H RANCH
- _____

APPLICANT INFORMATION

APPLICANT'S NAME – Youth Member PRINT _____

APPLICANT'S NAME – Parent/Legal Guardian PRINT _____

TELEPHONE NUMBER – Youth Member _____

TELEPHONE NUMBER – Parent/Legal Guardian _____

EMAIL ADDRESS – Youth Member _____

EMAIL ADDRESS – Parent/Legal Guardian _____

MAILING ADDRESS _____ City _____ State _____ Zip Code _____

We, the undersigned, understand that Special Requests are granted only for a single program year, and requests must be submitted annually for any Special Request, even those with goals that will take more than one program year to achieve. Approval of a Special Request is not a guarantee of ranch space allocation. If adequate space is not available at the 4-H ranch of choice, the County Ranch Committee Chairperson and the 4-H Youth Development Advisor shall make a good faith attempt to relocate animals to another 4-H ranch. In the event the youth member ceases to be in "good standing" with the 4-H Youth Development Program, any approved Special Requests will be nullified. *Breeding projects require 4-H Staff signature, number animals approved by SCC Ranch Committee.

APPLICANT – 4-H Member signature _____

APPLICANT – Parent/Legal Guardian signature _____

REQUIRED APPROVALS:

PROJECT LEADER/PRINT NAME _____

RANCH MANAGER/PRINT NAME _____

PROJECT LEADER for proposed Special Request– signature _____

RANCH MANAGER – signature _____

Approved with changes Denied

Approved with changes Denied

Project Leader's Club: _____

COUNTY RANCH CHAIR/PRINT NAME _____

COUNTY RANCH COMMITTEE CHAIRPERSON – signature _____

4-H YOUTH DEVELOPMENT STAFF – signature*
(Staff signature required only on ALL **Breeding Projects**)

Reviewed on _____ (date)

Reviewed on _____ (date)

REQUEST NARRATIVE: Provide a description of the Special Request sought (or progress report), project goals and objectives related to this Special Request, breeding plan (if any), and timeline on the reverse side of this form. PLEASE PRINT

FARM / RANCH LOCATION

ANIMAL SPECIES

4-H PROGRAM YEAR (JULY 31 – JUNE 30)

4-H CLUB MEMBERSHIP

4-H PROJECT TITLE

4-H CLUB HOSTING PROJECT

NARRATIVE DESCRIPTION OF SPECIAL REQUEST – SOUGHT Or PROGRESS REPORT – *If multi-year goal.*

**PROJECT GOALS AND OBJECTIVES
SPECIFIC TO THIS SPECIAL REQUEST .**

**BREEDING AND RETENTION/CULLING PLAN,
IF APPLICABLE.**

**WHAT RESOURCES ARE NEEDED
SPECIFIC TO THIS SPECIAL REQUEST .
(HOW WILL YOU SERVE NEEDS?)**

PROJECT TIMELINE

Add additional pages as necessary.



APPENDIX C

The 4-H YDP staff is available to help members, adult volunteers, and parents address conflicts and create solutions to problems, and for consultation and interpretation of policy and procedures.

Reference the Statewide Policy Resources and complaint form at:

<http://4h.ucanr.edu/Resources/Policies/Chapter6/> Section XIV. 4-H Complaints

UNIVERSITY OF CALIFORNIA DIVISION OF AGRICULTURE AND NATURAL RESOURCES (UC ANR)
NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY STATEMENT FOR UC ANR
PUBLICATIONS REGARDING PROGRAM PRACTICES

May 2015

The University of California, Division of Agriculture and Natural Resources (UC ANR) prohibits discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, status as a protected veteran or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 [USERRA]), as well as state military and naval service.

UC ANR policy prohibits retaliation against any employee or person in any of its programs or activities for bringing a complaint of discrimination or harassment. UC ANR policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to any of its programs or activities.

UC ANR is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment and/or participation in any of its programs or activities without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's equal employment opportunity policies may be directed to: John I. Sims, Affirmative Action Compliance Officer and Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750- 1397. Email: jsims@ucanr.edu. Website: http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/.

This policy statement supersedes the UC ANR Nondiscrimination and Affirmative Action Policy Statement for University of California Publications Regarding Program Practices dated July 2013.