



Kansas 4-H Policy Handbook

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Section 1

What is 4-H?

1.1: 4-H Youth Development Guiding Philosophy

4-H Youth Development is one of the oldest and largest youth development organizations in the United States. The establishment of 4-H reflects a unique American societal commitment to collaboration for the well-being of communities through the intentional program design, collaboration, and investment in youth from local, county, university, and national resources. Since 1902, 4-H has been recognized as the primary youth development program of the nation's Cooperative Extension Service of more than 100 public land-grant universities in cooperation with the U.S. Department of Agriculture. Since 1905 in Kansas, 4-H is a community-based university program governed, administered, and delivered jointly by K-State Extension (KSE) and Extension Boards.

All partners are working across the country to assist youth in developing knowledge, skills, and attitudes that will enable 4-H participants to become productive and contributing members of society. These partners include, youth, families, volunteers, Extension Boards, state and local governments, Association of Land Grant Universities, the National Institute of Food and Agriculture (NIFA) of the United States Department of Agriculture (USDA), National 4-H Council, and state 4-H Foundations.

4-H influences youth from diverse backgrounds who live in rural, suburban, and urban communities. Adults are involved as volunteers, working with youth as club or project leaders, or on committees and boards providing the framework for the 4-H Youth Development program.

4-H Policy guides all partners to work toward a program that focuses on positive youth development.

1.2: Positive Youth Development

4-H focuses on meeting needs of young people through positive youth development. Based on the scientific literature, the Interagency Working Group on Youth Programs (<https://youth.gov/youth-topics/positive-youth-development>), a collaboration of 21 federal departments and agencies that support youth, has created the following definition of positive youth development (PYD): Positive youth development is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.

Like every extension program, 4-H Youth Development seeks to implement the latest science of youth development to better inform and reform our existing professional and organizational practices. The following sections illustrate tools from the latest scientific topics that have shaped the current national conversation around "making the best better" within 4-H in order to be relevant and responsive to the science of youth development.

1.3: The 4-H Positive Youth Development Foundation

1.3.1: Essential Elements of Positive Youth Development

Nationally and in Kansas, 4-H uses the Essential Elements of Positive Youth Development as the model for the program. The purpose of the Essential Elements is to guide professionals and adult volunteers who work with youth in understanding the importance of exposing youth to opportunities and experiences that are focused on the social, emotional, and physical elements necessary for positive development. The National 4-H Essential Elements Team believe that the eight 4-H Essential Elements are central to young people becoming competent, contributing adults.

Building upon the foundational four needs of youth (Belonging, Mastery, Independence, and Generosity), each of the eight Essential Elements is vital to the growth and development of youth. It is the combination of these elements that creates a positive environment for youth development. When professionals and adult volunteers intentionally focus on these elements, youth benefit from participating in hands-on, experiential activities and events, feeling nurtured in a safe environment, mastering new skills and abilities, and knowing that they are contributing to their environment and communities in a positive way.

The Eight Essential Elements: Positive Relationship with a Caring Adult

- A Safe Emotional and Physical Environment
- An Inclusive Environment
- Engagement in Learning
- Opportunity for Mastery
- Opportunity to See Oneself as an Active Participant in the Future
- Opportunity for Self-Determination
- Opportunity to Value and Practice Service to Others

1.3.2: 4-H Thriving Model

The science continues to grow regarding positive youth development. Promising research centering on the 4-H Thrive Model will be guiding the 4-H Youth Development program in the coming years. The 4-H Thriving Model combines the elements of youth sparks, developmental relationships, program quality, and youth engagement to create a learning environment that enriches youth participants through a developmental context. (<https://helping-youth-thrive.extension.org/>)

The Essential Elements and Thrive research builds upon the historical emphasis in Kansas 4-H on mastery of five life skills: a positive self-concept, an inquiring mind, a concern for the community, healthy interpersonal relationships, and sound decision-making. Life skills are not going away but will be de-emphasized and re-contextualized in favor of current science. Upon analysis of the current research trends/tools, the 4-H practitioner will see the five life skills in the context of the emerging youth development science, 4-H Thriving Model, and organizational tools.

Section 2

Kansas 4-H Policy

2.1: The 4-H Policy

The 4-H Policy is established by Kansas State University and provides a consistent framework for 4-H programs throughout the state. The 4-H Policy is subject to other applicable university policies. The Policy Handbook is a guide for the management of these programs in Kansas. Policy is created to ensure that 4-H programming is consistent, fair, and legal.

All K-State Extension (KSE) faculty, staff, boards, volunteers, youth, and families must support, implement, and follow these policies.

2.1.1: Failure to follow policy

- Loss of authorization to use the 4-H name and emblem as deemed appropriate by Kansas State University Extension Administration.
- Dismissal from the 4-H event or activity as deemed appropriate by KSE extension faculty, staff, or administration.
- Dismissal from the 4-H program as deemed appropriate by Extension Boards or Kansas State University Extension administration.

2.2: University Policies and the Local Extension Unit

All university and local extension unit staff and volunteers representing K-State Extension have the responsibility to support and implement the Kansas 4-H Policy. 4-H participants and families are responsible for following the policy.

Policies of the local board or district governing body will not contradict, violate, or supersede the K-State Extension or National 4-H policies. The following questions will determine if local extension unit policies are consistent with Kansas State University, national, and state 4-H policies:

- Does this rule contradict state and/or national policy?
 - Are the rules consistent with the university's nondiscrimination and anti-harassment policies?
- Does the rule honor the role of 4-H as the premiere youth educational organization?
- Are we keeping youth first?
- Are there any special circumstances?

2.3: Kansas State Office of 4-H Youth Development

Any issue brought to the Kansas State Office of 4-H Youth Development will be reviewed. This review will include looking at the local Extension unit grievance policy, verifying that state 4-H and Kansas State University policies were followed, asking if the local decision aligns with the state laws, etc. Any decision made by the Kansas State Office of 4-H Youth Development will be final.

2.4: Kansas State Office of 4-H Youth Development Non-Discrimination and Disability Accommodations Processes

The sections below and throughout highlight the policies when this document was reviewed. Therefore, it is important to check the hyperlinks in this document for the most current and up-to-date policies because they are reviewed and updated as needed.

2.4.1: Kansas State University Statement of Non-Discrimination

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 220 Kedzie Hall, 828 Mid-Campus Drive South, Kansas State University, Manhattan, Kansas 66506-1500. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 111 Dykstra Hall, 1628 Claffin Road, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711. (<https://www.k-state.edu/nondiscrimination/>)

2.4.2: K-State Extension Notice of Non-Discrimination

One of the basic tenants of Extension work is that we do not discriminate. Discrimination is against the law and goes against K-State Extension's core values.

All publications are required to include K-State Extension's notice of non-discrimination, which are found here <https://www.ksre.k-state.edu/about/employee-resources/programming/civil-rights/>

2.4.3: K-State Extension Statement of Accommodation Request Definition and Process

Title II of the Americans with Disabilities Act states "Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity."

K-State Extension and the Kansas State Office of 4-H Youth Development strive to make its programs and events accessible to all Kansans who are otherwise eligible to participate in the activities. This applies to local and state events/programs. Reasonable accommodations are often possible for persons with disabilities who wish to participate, so long as granting the accommodations does not fundamentally alter the nature of the program, cause undue hardship or otherwise cause a direct threat to the health or safety of the participant or others.

K-State Extension and the Kansas State Office of 4-H Youth Development will work with the participant to identify a reasonable accommodation which provides access to the desired program. Please note that the accommodation may not be the one proposed by the participant. K-State Extension recognizes that accommodations may be requested orally and in person, up to the date of the event. In collaboration with your local Extension professional, it is essential for the Accommodation Request Form to be completed to launch a formal accommodations process. If you would like assistance locating your local Extension office, please visit <https://www.ksre.k-state.edu/about/stateandareamaps.html>.

Because it can take time to plan for some accommodations, KSE requests that the form be submitted no later than two weeks prior to the event or activity. Submitting a request for accommodation on shorter notice may reduce or limit our ability to implement the accommodations.

Upon receipt of the Accommodation Request Form, you will be invited to an in-person, virtual, or phone intake process and be asked to complete a Verification of Disability Form. An eligibility team will review the request and determine accommodations. The team may consist of KSE and K-State Human Capital Services personnel as well as people knowledgeable about the day-to-day activities of the participant. Following the eligibility meeting, persons requesting accommodations will be notified via email of the results.

If the participant requires special accommodations, please visit <https://www.ksre.k-state.edu/about/employee-resources/programming/civil-rights/access.html> to become familiar with the process for requesting and providing accommodations.

Disability Accommodations Process and Definitions

<https://www.ksre.k-state.edu/about/employee-resources/programming/civil-rights/access.html>

KSE Accommodations Request form

https://kstate.qualtrics.com/jfe/form/SV_5vRhAqHxvCANpQO

Template for Local Unit Accommodations Notification verbiage

<https://www.ksre.k-state.edu/about/access-and-opportunity/>

2.5: University Policy Prohibiting Discrimination, Harassment, and Sexual Harassment, and Procedure for Reviewing Complaints

4-H programs and activities are subject to the Kansas State University *Policy Prohibiting Discrimination, Harassment, and Sexual Harassment, and Procedure for Reviewing Complaints, Policy and Procedure Manual (PPM) Chapter 3010*. All 4-H personnel, volunteers, and participants are required to fully understand and comply with this policy, in its entirety.

The policy provides, in part:

Kansas State University is committed to maintaining academic, housing, and work environments that are free of discrimination, harassment, and sexual harassment. Discrimination based on race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment or for participating in an investigation or other proceeding is a violation of this Policy, whether or not discrimination or harassment occurred. This Policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish students, faculty, employees, or staff who exercise their legitimate First Amendment rights.

This Policy covers discrimination, harassment, sexual harassment, and retaliation occurring on campus, or otherwise within the context of University education programs and activities, whether those are on campus or off campus. It applies to persons who are on campus or who otherwise participate in or attempt to participate in the University education programs and activities (as further defined

herein) , such as employees, students, applicants for employment or admission, contractors, vendors, visitors, and guests. Conduct that occurs off campus and outside the context of the University's education programs and activities is covered by this Policy only to the extent such conduct has a nexus to discrimination, harassment, sexual harassment, or retaliation that is alleged to have occurred on-campus or in the context of the University's education programs and activities.

Supervisors (within their area of supervision) and administrators must make reports of possible violations of this Policy to Office of Institutional Equity as soon as practicable upon notification (including by email if after regular business hours or through the following website <https://www.k-state.edu/report/>), must keep complaints confidential, and must protect the privacy of all parties involved in a report or complaint. Failure to do so is a violation of this Policy.

(For complete policy <http://www.k-state.edu/policies/ppm/3000/3010.html>)

2.5.1: Policy for the Protection of Minor Children Participating in University Programs; Chapter 3130 (Issued Feb. 24, 2021)

010 Summary and Purpose

Kansas State University endeavors to provide a safe environment for the campus community. The university values the opportunity to provide educational, recreational and other programming for minor children. This policy establishes a framework and certain requirements for university employees and third parties participating in university programs who may interact with individuals under 18 years of age, with the goal of providing a safe environment for all.

.040 Standards Applicable to University-Sponsored Programs with Minor Children as Program Participants

1. **Background Checks.** Program directors and staff are required to comply with PPM 4015 Criminal Background Checks. The following categories of program staff are required to have a satisfactory background check prior to the start of the university-sponsored program. Those included categories are (1) program directors and supervisory program staff of the program; (2) those who stay overnight with minor children as part of their job responsibilities or role in a university-sponsored program in a university-sponsored program; and (3) those who regularly spend time alone with minor children as part of their job responsibilities or role in a university-sponsored program.
2. **Program Staff Training.** Program staff shall successfully complete annual training, on topics as set out by the Assistant Vice President for Risk and Compliance, or designee, prior to participating as a member of the program staff for a university-sponsored program.
3. **Record Retention after a Program.** Program directors are responsible for collecting and retaining documentation about the program, program staff, and program participants as required by the university's records retention schedule outlined in PPM 3090. These documents may include: programmatic records, training records, registration and parental consent forms, and lists of attendees.
4. **Incident Response and Reporting.** Program directors shall train program staff on departmental and individual requirements to report accidents, injuries or other incidents that poses a threat to the safety or well-being, including the method and means to do so. Program directors and staff shall report any such incident through the Minors on Campus (Youth Protection) Reporting form. For emergency situations, program directors and staff shall report to the campus or local police. Program staff may have multiple reporting obligations. See section .080 for additional information related to Reporting of Child Abuse and Neglect.

5. Facilities Use. Program participants shall not have access to, or be present in, sensitive facilities at the university. See section .070 for additional information related to minor children in Laboratories, Shops, Applied Learning Spaces, and Childcare Facilities.
6. Supervision and Ratios. Supervision and ratios must be included in program policies and handbooks. Program directors shall ensure adequate supervision of minor children at all times during a university-sponsored program. Program directors shall follow the American Camp Association staff supervision ratios as set forth below. See **"9.5: Supervision Ratios"** on page 45.

Required Staff Supervision Ratios

Participant Age	Number of Staff	Day-Only Participants	Overnight Participants
</= 5 years	1	6	5
6-8 years	1	8	6
9-14 years	1	10	8
15-17 years	1	12	10

7. *When considering the above ratios, program staff do not include individuals whose primary responsibility is administrative, food service, or maintenance. Also, if there are program participants who are not minor children, but the university-sponsored program includes minor children, then these ratios shall be in effect for all program participants.

.080 Reporting Obligations (Including Suspected Child Abuse or Neglect)

A. Emergencies

In case of an emergency, one should immediately call the Kansas State University Police Department at (785) 532-6412, or the local police at 911.

B. Reports of Known or Suspected Abuse or Neglect of Minor Children in University Programs

1. All employees are required to report to the campus police and/or other appropriate law enforcement agencies any incidents of child sexual abuse, meaning those crimes defined in S.A. 21-5501, et seq. that relate to minors as victims that employees witness on the university's campus or at a university-sponsored program. See PPM 3015.080.
2. Supervisors (within their area of supervision) and administrators (collectively referred to as Responsible Employees) must make reports of possible violations of PPM 3010 — which prohibits, among other conduct, sex discrimination and harassment — to the Office of Institutional Equity at <https://www.k-state.edu/report/discrimination/> as soon as practicable upon notification. See PPM 3010.

C. All other Reports of Incidents Involving Minor Children on Campus or through University-Sponsored Programs or Third-Party Programs

1. Any person who witnesses or learns about another concerning incident involving minor child(ren) on campus or through university-sponsored programs or third-party programs should report through the Minor Children on Campus (Youth Protection) Reporting form found on the K-State Report It webpage as soon as possible.

D. Additional Obligations for Mandated Reporters

Generally, state-required mandatory reporting applies to defined persons who have reason to suspect the abuse or neglect of a child.

In Kansas, mandated reporters include those listed in K.S.A. 38-2223. This includes any K-State Extension Employee whose partial or fully funded by the state.

According to the Kansas Department for Children and Families, “reason to suspect” means anytime anyone believes or has a hint or a clue, a child is, or has been, a victim of abuse or neglect. A report based on “reason to suspect” also means the law does not require proof that abuse or neglect has actually occurred or that the reporter witnessed the incident in question. Additional information may be found in the "Guide to Reporting Child Abuse and Neglect".

Even those who are not mandated reporters may report known or reasonably suspected child abuse to the Kansas Report Protection Center at 800-922-5330.

(For Complete policy: <https://www.k-state.edu/policies/ppm/3100/3130.html>)

2.5.2: Online reporting of Discrimination, Harassment, or Abuse or Neglect of a Minor

Developing and maintaining a safe and secure campus environment is the responsibility of the entire K-State community. K-State encourages community members to promptly report information no later than 24 hours and emergencies directly by calling 911. Report It website: <https://www.k-state.edu/report/>

Reporting Discrimination: <https://www.k-state.edu/report/discrimination/>

Minors on Campus (Youth Protection) Reporting Form:

https://cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=33

Additional information may be found in the Guide to Reporting Child Abuse and Neglect from <http://www.dcf.ks.gov/services/pps/documents/guidetoreportingabuseandneglect.pdf>

2.6: K-State Principles of Community

Kansas State University is a land-grant, public research university committed to teaching and learning, research, and service to the people of Kansas, the nation, and the world. Our collective mission is best accomplished when every member of the university community acknowledges and practices the following principles:

- We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.
- We affirm the value of human diversity for community.
- We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment, and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.
- We affirm the value of honesty and integrity. We will operate with honesty in all professional endeavors and expect the same from our colleagues.
- We acknowledge that we are a part of multiple communities, and we have an obligation to be engaged in a positive way with our civic partners.
- We recognize our individual obligations to the university community and to the principles that sustain it.
- We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.

For full statement: <https://www.k-state.edu/about/values/community/>

2.7: Code of Conduct

Participants:

The 4-H Code of Conduct is intended to foster a safe environment that encourages optimal learning and growth. The opportunity to participate in or attend 4-H activities is a privilege and not a right. All 4-H participants – youth, families, volunteers, and Extension staff – who participate in or attend any activity or event sponsored by Kansas State Extension 4-H Youth Development Program are expected to uphold the values of the Kansas 4-H program and conduct themselves according to the following standards listed below. These standards also apply to online 4-H activity, including social media and internet presence. Whether online or in person, this Code of Conduct is to guide participants to think critically, behave safely, and participate responsibly in our shared world. The following Kansas 4-H Code of Conduct is a condition of participation in any Kansas 4-H activity or program.

1. Be present, attentive, and engaged in the 4-H activities. Practice good sportsmanship, be helpful to others, uphold ethical practices in 4-H projects and events, and never cheat or falsely represent efforts related to 4-H project activities.
2. Know and follow federal, state, and local laws that apply to minors (e.g., no use of alcohol, illicit (non-prescribed) drugs, and tobacco in any form) even when I am 18 or 19 years old and still a program participant.
3. Use language and actions that do not substantially interfere with others' participation in the program. (Swearing, harassment, and bullying are not allowed.) You are personally responsible for any damage you cause as a result of your behavior, including the cost of any physical injury or property damage you cause in the course of your participation in any program or event.
4. Know and follow safety policies and procedures of Kansas State University, K-State Extension (KSE), and guidelines of the 4-H Youth Development Program, as applicable to this program. (Such as: not leaving the program area without permission from the program supervisor; be in assigned lodging and program areas during activities; abide by curfew hours; and, any other additional safety policies established by a specific event or program.)
5. Obey all rules and directives that apply to the 4-H activity where I am involved.
6. Use mobile electronic devices during a scheduled 4-H activity only in a manner that is consistent with the approved activity and not disruptive.
7. Conduct yourself and your project work in a manner that is trustworthy, respectful, responsible, fair, caring and in good citizenship. You are representing your family, 4-H club, community, Extension unit, and state.
8. Apply these conduct standards to online 4-H activity, including social media and internet presence.

Signature Required

I acknowledge and agree that:

- I have read and agree to abide by the Kansas 4-H Participant Code of Conduct. I agree to comply with the policies, rules, and regulations of the Kansas 4-H Youth Development Program.
- I am bound by Kansas State University's standards of appropriate conduct found in applicable University policies, including but not limited to the non-discrimination policy (PPM 3030), and the Threat Management Policy (PPM 3015).
- Failure to abide by this participation agreement may result in restrictions on my participation during a current or future 4-H event.
- I am responsible for any costs associated with my dismissal or removal from any program event or activity, or any physical injury or property damage I cause during the course of any program or event.

- I have received, read, understand, and accept the terms and conditions related to participation in the 4-H Youth Development program as stated above. I understand my or my minor child's failure to comply with the requirements of participation may result in dismissal or removal from the program, at my own expense.
- I consent to my or my minor child's participation in all activities during program events, including but not limited to riding in vehicles operated by releasees (defined below) to and from events during the event, as and if applicable.
- In consideration for my or my minor child's participation in KSE programs, including but not limited to 4-H Youth Development, I WAIVE, RELEASE, AND DISCHARGE for myself and my heirs, executors, administrators, legal representatives, assigns, and successors in interest ("successors"), Kansas 4-H Youth Development, K-State Extension, Kansas State University, the State of Kansas, the Kansas Board of Regents, and all their agents/Extension professionals, officers, and employees (all collectively referred to as "releasees"), from all claims, demands, and causes of action of any kind, including claims for negligence which may arise from or be related to my or my minor child's participation in Kansas 4-H Youth Development.
- I give permission to the releasees to act in my absence to authorize members of the medical profession and any hospital to treat me or my minor child for illness or injury suffered during the event. Without limiting the foregoing release, waiver, and discharge, I (and on behalf of the successors) specifically hold the releasees harmless in the exercise or non-exercise of such permitted action and related decisions. I shall assume responsibility for all medical expenses and recognize that no medical insurance is being provided by or through the releasees.
- I grant permission for the releasees to store the medication supplied by me or my child in a safe location in order for my child to access it to self-administer or for me to administer during the event. I understand that I must label all medications with the child's name. I understand that releasees will not dispense or administer or instruct about medications, and take no responsibility for the child's or my administration of any medications. I understand that the releasees will permit access by my child at my child's request to the medications I have supplied.
- Misrepresentation of the individuals providing signatures (electronic or in-person) or falsification of provided personal information will result in termination of program participation.

Parent/Guardian Signature _____ Date _____

Youth Signature _____ Date _____

Referenced: <https://www.kansas4-h.org/resources/policy-guide/>

2.8: Grievances and Protest

Differences in opinions are a part of life. To ensure consistency and fairness, a written grievance process is necessary to respond to and resolve 4-H issues and complaints in a manner that teaches good character, life skills, and positive youth development.

Due to the exclusive jurisdiction and responsibility of Kansas 4-H to the events described in Sections 2.8.1 and 2.8.2, the following processes are documented in this policy. Other events are often governed/administered in partnership with other community partners, thus section 2.8.3 and 2.8.4 are guiding principles and recommendations for grievance and protest processes.

2.8.1: State Event Protest Committee Process

(Excluding State Fair and State Horse Shows)

The respective State Event Coordinator/Specialist has the authority to make appropriate decisions based on the specific event guidelines. When needed, a committee shall be appointed to serve as a protest review group. They will meet when needed to act upon concerns.

A protest or grievance committee should involve appropriate representation from event stakeholders (i.e. KSE professionals, volunteers, board members, etc.).

To submit a protest, the procedures listed below must be followed:

- All protests must be submitted in writing.
- All protests must be signed.
- *(Optional)* A \$25 deposit will accompany the written protest, which will be forfeited if the protester does not attend the protest resolution meeting. The deposit will be returned upon completion of the process.
- The written protest must be submitted to the State Event Coordinator/Specialist and must include the following:
 - Nature of concern(s) AND Names of person(s) involved.
 - Situation and documentation AND Specific action, rule, etc., in question.
 - Recommendations for correction.
 - Additional persons committee may contact for further clarification.
 - Procedures and/or steps carried out by persons involved prior to submission of the protest to the State Event Coordinator and Specialist.
- The committee will review the written protest. They may discuss the situation with affected persons and event officials.
- Recommendations will be developed, followed, and communicated both verbally and in writing to the group or individual affected.
- In cases of protest, the youth may be allowed to participate. Results of the event will be subject to change based on the outcome of the protest process. This allows for smooth operation of the event and facilitates appropriate processing.
- The management reserves the right to withhold any award. The youth may be excluded from the event if action warrants.
- Protests will not be accepted after the event/activity is completed/ released.
- Protests related to judges'/officials' integrity, decisions, placings, or other evaluations will not be accepted.

2.8.2: State 4-H Horse Show Protest Policy

The respective State Event Coordinator/Specialist has the authority to make appropriate decisions based on the specific event guidelines. When needed, a committee shall be appointed to serve as a protest review group. They will meet when needed to act upon concerns.

- Protests must be submitted to the show superintendent or state personnel.
- Protests must be submitted in writing, signed, and presented by the 4-H youth only.
- Protests made by anyone other than a 4-H youth will be considered invalid.
- A \$25 fee payable to Kansas 4-H will accompany the written protest. The fee is refundable if the appeals/grievance committee rules in favor of the 4-H youth submitting the request.
- In most cases, the judge's decisions and placings are final. A protest will generally not lead to re-placing a class. In rare circumstances where the protest/grievance committee deems it appropriate, they may confer with the judge and the placings may be altered.
- The exhibitor or horse and the reason for the protest being filed must be designated.
- Protests will be made with the understanding that the protester's name will be shared with the appeals/grievance committee.

- In case of protest, the exhibitor may be allowed to show, but the results of showing will be subject to change based on the outcome of the protest process. This allows for smooth operation of the show and facilitates appropriate processing.
- Protests will not be accepted after completion of the show.

2.8.4: Local Extension Unit Grievance Policy

Local extension units (LEU) should establish their own grievance procedure. Following are recommended procedures for the development of a LEU grievance policy. It is recommended that the LEU policy remain consistent with the process defined at the state level. A grievance may typically be filed around a competitive event, but other issues may arise in which this policy could be used, such as a substantive disruption of a 4-H learning environment by youth/parent/volunteer.

- The extension agent, together with the local extension board or governing district body, has the authority to make appropriate decisions on local 4-H disputes. These decisions will be formulated using state policy and national directives as formulated by this policy or as dictated by law.
- District and state 4-H staff may provide resources to the situation when asked by the extension agent.
- All protests must be submitted in writing AND signed by the protester.
- The written protest must include:
 - Names of persons involved AND cause of complaint or appeal.
 - Situation and documentation AND recommendations for correction.
 - Specific action, rule, etc., in question.
 - Additional persons the committee may contact for further clarification.
 - Procedures and/or steps carried out by the person involved prior to submission of the protest to the Protest Committee.
- Protests will not be accepted after the exhibit or event/activity is completed/released.
- The protest will be acknowledged after receiving the written protest and will be responded to in a timely manner.
- Protests related to judges' integrity, decision, placings or other evaluations will not be accepted.
- *(Optional)* A \$25 deposit will accompany the written protest, which will be forfeited if the protester does not attend the protest resolution meeting. The deposit will be returned upon completion of the process.
- The committee will review the written protest. They may call for a face-to-face meeting with affected persons and event leadership to discuss the situation and the official ruling. Recommendations will be developed, followed, and communicated both verbally and in writing to the individual or group affected.
- Failure of the protester to attend the face-to-face meeting with the Protest Committee will result in no action and forfeiture of the deposit.
- In cases of protest, the 4-H youth/parent/volunteer may continue to participate. Results of participation will be subject to change based on the outcome of the protest process.
- The Protest Committee and Event Leadership reserves the right to withhold any award. The 4-H youth/parent/volunteer may be excluded from 4-H if action warrants.

2.8.4: On-the-Spot Decisions

At times, difficult decisions may need to be made quickly and seemingly on the spot. Staff and volunteers can prepare for these situations by becoming familiar with national, state, and local 4-H policies and procedures. There are times when a grievance committee is needed and times when it is appropriate for the extension staff or volunteer responsible for the event to make this decision. Points for consideration when these quick decisions may be needed are listed below.

- Safety — A quick decision is needed when someone’s safety or well-being is involved.
- Positive Youth Development — Always keep the best interest of the youth and the integrity of the 4-H youth development program in the forefront when making quick decisions. How does the decision reflect the Essential Elements of Positive Youth Development?
- Confidentiality — Be respectful of situations that may need to remain confidential.
- Code of Conduct — Become familiar with the Code of Conduct for members and volunteers. When the code is intentionally and obviously being violated, action would need to be taken. See "**8.3: Kansas 4-H Volunteer Screening Process**" on page 35 and "**8.4: Conduct of 4-H Volunteers**" on page 39.
- Time Sensitive — Does this situation truly need an “on the spot” decision? Although it may appear that a decision must be made on the spot, many times a decision can wait until you have the time to gather the necessary information to make an informed decision. Take the time to make the best decision you can.
- Prior to making a time sensitive decision, gather as much information as you are able. Read your fair book or contest rules carefully.
- Use your committees whenever possible. Designate event or fair committees and use their expertise when making decisions.
- Use the situation as a teaching opportunity for the youth or person involved.
- Review the Decision — Take the time to review the situation and decision following the event. Are there actions you can take now to prevent a similar situation later?
- Resources — Ask experienced staff for guidance and suggestions. The 4-H Communication and Problem Solving Chart, and other staff resources, are internal documents that can be found in the Kansas 4-H Youth Development Microsoft Team under the General channel > Files > Policy & Best Management Practices folder

Section 3

4-H Structure and Fundamentals

3.1: 4-H: Fulfilling the Cooperative Extension Mission

We are K-State Extension

Who are we? The Cooperative Extension Service is a cooperative effort of the United States Department of Agriculture; the land-grant university, Kansas State University; and the local extension board representing local citizens. K-State Extension is a statewide network of educators sharing unbiased, research-based information and expertise on issues important to Kansas. It has established local, state, regional, national, and international partnerships.

Mission: We are dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families, and youth through integrated research, analysis, and education.

Purpose: With a presence in every county, K-State Extension develops and delivers engaged educational programs in partnership with the people of Kansas that provide solutions for the Grand Challenges of water, health, global food systems, community vitality, and developing tomorrow's leaders.

K-State Extension is the university's community engagement program. Thus, its mission is to help people improve their lives through an educational process that applies knowledge to critical issues, needs, and opportunities.

We are Kansas 4-H Youth Development

4-H Youth Development is the youth development program of K-State Extension. We exist to create non-formal, experiential, educational opportunities designed to connect in-school learning with out-of-school activities to help youth thrive in a complex and changing world. The following is from the Vision 2025 strategic plan for 4-H Youth Development.

Vision: Youth in 4-H will grow and develop into healthy, caring adults prepared to meet the challenges and opportunities of a globally connected world.

Our Mission: 4-H Youth Development engages youth in reaching their full potential through partnerships with caring adults.

Our Purpose: The Kansas State Office of 4-H Youth Development provides leadership for 4-H youth development programs and is a valuable partner in developing and delivering educational programs and initiatives that prepare youth to reach their full potential.

3.2: 4-H Pledge

The pledge tells what 4-H is about. The 4-H goal is the four-fold development of youth: Head, Heart, Hands, and Health. The pledge was authored by Otis Hall, the first Kansas 4-H state program leader, and

adopted by the delegates of the 1927 National 4-H Club Camp in Washington, D.C. State club leaders voted for and adopted the pledge for universal use. The phrase “and my world” was added in 1973. The saying of the pledge has a prominent place in 4-H activities, at regular 4-H meetings, achievement days, and other club events.

I Pledge my Head to clearer thinking,
 my Heart to greater loyalty,
 my Hands to larger service,
 and my Health to better living,
 for my club, my community, my country,
 and my world.

National 4-H Council has an accurate and approved Spanish translation to the pledge on their website (<https://4-h.org/about/what-is-4-h/4-h-pledge/>).

3.3: 4-H Motto

The motto “To Make the Best Better” is intended to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences.

3.4: 4-H Colors

The 4-H colors are green and white. Green, nature’s most prominent color, symbolizes growth. The white symbolizes purity and high ideals.

3.5: 4-H Name and Emblem

3.5.1: Official Emblem

The 4-H name and emblem are protected under the State Office of 4-H Youth Development. The 4-H name and emblem are intended to represent the ideals of the program with its focus on serving the educational needs and interests of 4-H youth. Using the 4-H Name and Emblem requires proper authorization.

Agents and Extension Boards are required by law to comply with all policies in the publication, “FY 2019 4-H Name and Emblem Use Guide,”

<https://www.kansas4-h.org/resources/promotional-resources/name-emblem.html>

3.5.2: Name and Emblem Regulations

State Authority

In Kansas, the U.S. Department of Agriculture has authorized the Director of K-State Extension as its representative in matters pertaining to the use of the 4-H name and emblem within the confines of the state, within the federal guidelines. The day-to-day management of all Extension programming and operations, including 4-H, has been delegated to the Director for Extension. The day-to-day management of the 4-H name and emblem and the responsibility for establishing and upholding Kansas 4-H program standards and governance has been delegated to the State 4-H Program Leader.

Questions regarding the use of the 4-H Name and Emblem may be directed to the state program leader of the State Office of 4-H Youth Development.

Use of the 4-H name and emblem is forbidden if it exploits 4-H programs, its volunteer leaders, or youth participants, or the U.S. Department of Agriculture, the Cooperative Extension Services, the land-grant institutions, or their employees.

The 4-H name and emblem shall not be used to imply endorsement of commercial firms, products, or services.

In Kansas, rules and regulations established by local 4-H clubs, groups, councils, or the extension board must be consistent with those established by the Director for Extension.

Local Extension Unit Authority

At the local extension unit level, the authority pertaining to the use of the 4-H name and emblem is shared between the local extension board and the regional director of K-State Extension, within the guidelines for proper use from state and university authorities. The extension agent(s) manage(s) the day-to-day implementation of policies pertaining to the 4-H name and emblem.

3.5.3: Use the Whole Emblem

The 4-H Emblem should always appear as a whole and complete image.

- Do not remove any leaves. Do not superimpose another image over the top of one of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem.
- Don't "cut off" a leaf by running it off the edge of the paper in print media or other designs.
- Don't place text or other images over or on top of the 4-H Emblem.
- The 4-H Emblem should not appear screened under words or graphics. No photo, drawing, symbol, word, or other figure or object may be placed on or obscure the 4-H Emblem. This includes on web pages, where it should not appear as a "watermark" behind other information.

3.5.4: 4-H Emblem Colors

The official and preferred color of the 4-H Emblem is 100 percent PMS 347 green. The clover can also be white, black, or metallic gold. The H's on the clover can be white, metallic gold on a green clover, green on a white clover, or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background. The 4-H Emblem should never be screened, shaded, gradated, or appear in a multicolored hue.

One-color printing requires either PMS 347 green or black. For commercial applications, the "18 USC 916" notice should be the same color as the clover leaves. Black is the only acceptable alternative to green for one-color printing and should be used only when cost prohibits green ink or color photocopies.

Two-color printing. Only PMS 347 green may be used for the leaves and "18 USC 916" notice. The H's will be reversed out of the PMS 347 to be white or the color of the paper on which the emblem is printed. The H's may also be printed in metallic gold (PMS 873) on a green background.

Four-color printing. In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H's PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no CMYK equivalent to PMS 873.

Video and computer screen colors (electronic media). The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: R=51, G=153, B=102. No other colors are acceptable.

For exceptions to the guidance provided regarding color, especially in non-print or corollary materials, please contact 4-H National Headquarters.

3.5.5: Using the 4-H Name

The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term "4-H," it must conform as follows:

- Numeral "4" separated from a capital "H" with a hyphen (not a dash, slash, or space).
- Do not replace 4-H with "Four-H."
- Do not use the 4-H Emblem in place of the word "4-H" in a title or text.

- Avoid separation of any of the elements of the 4-H name at the end of sentences.

3.5.6: Application to Use the 4-H Name and Emblem

Primary consideration for granting authorization to use the 4-H Name and Emblem is for educational and character-building purposes of the 4-H program and can be used only as authorized by the statute.

4-H clubs receive official authorization to use the 4-H name and emblem when they become a chartered 4-H club. Commercial vendors, private organizations, or any other entity may receive authorization from the local extension office or the State 4-H Office. This includes any fundraising efforts using the name and emblem of 4-H by a community or county based partner, including Fair Boards (see "**10.4: Partnerships: County/State Fairs**" on page 46 and "**7.7: Fundraising**" on page 31).

It is required that local 4-H clubs work closely with extension staff when designing t-shirts or other items that will bear the 4-H Name and Emblem. Extension staff should confirm that the 4-H Name and Emblem is being used according to regulation.

Request for the use of the 4-H Name and Emblem on the state level should be directed to the State 4-H Youth Development Program Leader.

3.5.7: Use of the K-State Extension/4-H Co-Branding Policy

The co-branding is required on ALL 4-H print, digital, apparel and merchandise.

<https://www.k-state.edu/communications-marketing/brand-style/>

This requirement applies to all designs created at the local, county, district, region, and state levels. The co-branding is available in both a vertical and horizontal format, as well as in color and black and white. The full policy regarding the proper use of the KSE/4-H Co-Branding, as well as the various image files, can be found on the 4-H Promotional Resources page. To successfully market our services and programs, we must be consistent with the use of our co-branding on all items that we design and create.

Local vendors need to be a K-State licensed vendor when printing the KSE/4-H Co-Branding. The license application, FAQ to the licensing policy, and a step-by-step guide to completing the application can be found at <https://www.kansas4-h.org/resources/promotional-resources/>

3.6: Overnight 4-H Camp

Kansas State University, K-State Extension, and Kansas 4-H recognize Rock Springs 4-H Camp, independently owned and operated by the Kansas 4-H Foundation, Inc., as the camping model for Kansas 4-H. Rock Springs 4-H Camp provides the only pre-approved camp model for Kansas 4-H and should therefore be the first choice for the local Extension Districts and Extension Councils (together, "Local Extension Units").

It is understood that in limited circumstances distance may be a barrier to youth attending 4-H Camp at Rock Springs, and some Local Extension Units may desire to host a 4-H camp elsewhere. If a Local Extension Unit or group of Local Extension Units decide to host an overnight 4-H camp, they must adhere to the minimum requirements set forth by Kansas State University and Kansas 4-H Policy. Additionally, it is required that each Local Extension Unit complete a notification form (https://www.kansas4-h.org/resources/policy-guide/Camp%20Form_Final.pdf) to host an overnight camp outside of Rock Springs 4-H Camp no less than six months prior to the start of the overnight camp. By camping outside of the Rock Springs 4-H Camp, the Local Extension Unit release, indemnify, and hold harmless Kansas State University, K-State Research & Extension, and Kansas 4-H of any liability. (See Kansas 4-H Policy, Section 3.6)

Section 4

4-H Eligibility

4.1: Age Requirements

4-H is open to all youth (see "**2.4.1: Kansas State University Statement of Non-Discrimination**" on page 4) between the ages 5 and 18 (4-H Age):

- 4-H Age = the age of the youth before January 1 of the current year.
- If your birthday is on January 1, your 4-H age is the age you were on December 31st.
 - If you turn six (6) on January 1 or after, your 4-H age is five (5).
 - If you turn nine (9) on January 1 or after, your 4-H age is eight (8).
- 4-H eligibility is determined based on the 4-H age. (The age of the member on December 31st of the previous year)
- The first year of eligibility for participation in the 4-H Cloverbuds program is the 4-H age of five (5).
- The last year of eligibility for participation in the 4-H Cloverbuds program is the 4-H age of six (6).
- The first year of eligibility for the regular 4-H program is the 4-H age of seven (7).
- The last year of eligibility is 4-H age of eighteen (18).
- Certain programs may admit youth outside established age limits stated above. Each request must be individually reviewed at the local level and submitted to the accommodations process in consultation with the State 4-H Office. (See Section "**2.4.3: K-State Extension Statement of Accommodation Request Definition and Process**" on page 4.)

4.2: Youth with Special Needs/Disabilities

4-H programs should be designed to consider the needs of participants with special needs/disabilities. Kansas State University is committed to making its services, activities, and programs accessible to all participants. If a youth participant has special requirements due to a physical, vision, or hearing disability, contact your local KSE office, the State 4-H Office at 785-532-5800, or Campus ADA Coordinator, Kansas State University, 785-532-1868; TTY or TRS 711.

Kansas 4-H Youth Development complies with the Americans with Disabilities Act. 4-H is accessible to individuals aged 7 to 19 with or without reasonable accommodations. Persons whose chronological age exceeds 19 years but who identify with a developmental and/or intellectual disability may be eligible to continue with participation until the age of 21. Each disability accommodation request must be reviewed individually at the local level, in consultation with the State 4-H Office.

Please refer to **Section "2.4.3: K-State Extension Statement of Accommodation Request Definition and Process"** on page 4 for the KSE process regarding accommodation requests.

4.3: Marital and Parental Status

Individuals who meet age requirements, whether married and/or are parents, are eligible to fully participate in the 4-H program and are eligible for all benefits therein.

Section 5

Enrollment

5.1: Enrollment for Clubs, Independent, Cloverbud Members

Parents, guardians, volunteers, and youth are responsible each year for signing up for 4-H. K-State Extension staff are responsible for overseeing the process. For adults who are becoming volunteers for the first time, the enrollment process includes volunteer screening. Adults wanting to serve as 4-H volunteers must complete the full volunteer application and screening process to be recognized officially.

To enroll online with Kansas 4-H: <https://v2.4honline.com>

5.1.1: Members

For members, this enrollment includes completing online enrollment in 4-H Online, paying a State 4-H program fee, selecting a club, Cloverbud, or independent membership, and selecting at least one project.

- Parents or guardians will be asked to give consent for use of the youth's name/photograph in publications, advertisements, or news articles pertaining to 4-H Activities.
- Permission for youth participation in program evaluations.
- Agreeing to abide by the 4-H Youth Code of Conduct:
<https://www.kansas4-h.org/resources/policy-guide/index.html>
- Acknowledgment of Data Management.
 - Provide optional health information, insurance, and emergency contact information.
 - Any 4-H youth/parent/guardian who does not abide by the above Code of Conduct will be subject to review and appropriate consequences.

5.1.2: Cloverbuds

4-H Cloverbuds is an educational, youth development opportunity specifically for 5- and 6-year-old children. To be eligible to participate, a child must have celebrated his or her 5th or 6th birthday before January 1 of the current year. Five- and 6-year-old children do not pay a State 4-H program fee.

For additional information consult the Kansas 4-H Cloverbuds webpage at <https://www.kansas4-h.org/about/clubs-programs/cloverbuds/>

5.1.3: Volunteer Enrollment

See "Section 8" on page 34.

5.1.4: Enrollment for 4-H Participants in Other Delivery Modes

- 4-H School Enrichment and After School Clubs should be recorded in PEARS.
- The local extension agent will enter the group information through the PEARS System.
 - Resources: <https://www.kansas4-h.org/staff-protected/>
- These numbers will then be compiled by the State 4-H Office and entered into the National Reporting System (formerly ES237 data) in the appropriate category.

5.2: Enrollment Period

Youth may enroll in 4-H at any time. The 4-H calendar year begins October 1 and concludes on September 30. However, 4H Online may be shut down near the end of the 4-H year for state maintenance. Once enrolled, 4-H youth will be eligible to use curriculum and participate in club meetings, workshops, and day camps, and any 4-H sponsored events from the local to the national level. Selected events, such as the county fair, and certain project areas may have specific project enrollment deadlines for participation. These deadlines must be met for participation.

Are there any exceptions to our “open to all” policy?

4-H clubs and groups are not permitted to include or exclude particular individuals or families from participating in 4-H programs. However, a club or group may limit participation based on:

- Projects offered.
- Child Protection Ratios for safety.
- Ages of youth (certain programs are appropriate only for specific ages).
- Project enrollment deadline.

Local extension offices must keep a record of clubs that have reached membership capacities and make all reasonable efforts to expand the number of clubs to meet the demand of requests.

5.3: Residence and Enrollment Policies

Generally, youth are expected to participate in extension units and states where they live with their parent(s) or legal guardian(s). Extension agents and boards are encouraged to minimize burdens to participation and strive to make beneficial arrangements for all youth to engage in 4-H programming. Boards should be made aware monthly from the Extension professional regarding requests made under Section 5.3. Youth should pay the program fee only one time during any 4-H program year. For youth with residence in two states who need to be a 4-H member in both states, an agreement needs to be signed off by both State 4-H Program Leaders, with this initiated by the local 4-H staff. See 5.3.2 as a potential guide. Any of these decisions should be reviewed annually.

5.3.1: Enrollment Outside Unit of Residence

Generally, youth are expected to participate in extension units and states where they live with their parent(s) or legal guardians. Youth who wish to join 4-H outside the Extension unit in which they reside must contact the local extension agent in the unit where they wish to enroll. The extension agent will be able to guide the family on their local enrollment or transfer process. Extension professionals and Extension Boards are encouraged to create “win-win” arrangements for youth, making allowances for transfers of 4-H memberships when youth are subject to changes in residency during the program year.

Permission for youth to participate in a county, district, or state other than the one in which they reside as well as permission for youth to participate in 4-H project work in more than one local Extension unit must be agreed to by both local Extension Boards. The decision of the respective boards is final and not subject to state appeal.

Regarding 4-H member transfers from out of state, in the current online enrollment system, existing youth 4-H members can transfer from another state. Extension professionals are asked to solicit from the new enrolling family the county extension/4-H point of contact to aid in the verification of prior 4-H enrollment. Otherwise, youth will need to sign up for Kansas 4-H as if they were a new member.

5.3.2: Shared Custody Enrollment

Youth with parents who share custody but live in different extension units must contact the local extension professionals in both units. The extension professionals will be able to guide the family on their local process for enrollment or transfer. Youth may participate in both units but cannot enroll in the same project in both units during a given year. This means exhibition in a project may only occur in one unit as well. Dual web-based enrollment is available, and the state 4-H office can assist local units. The State 4-H Program Fee is paid in only one local unit. (Add a primary parent designation.)

5.3.3: Changes in Residence

When 4-H youth/volunteers move to another county and/or state, enrollment and participation will be transferred to the new extension office upon request of the 4-H family. Records transferred into the county will be accepted and considered as a part of the individual's achievement records. 4-H youth meeting the 4-H enrollment regulations in the extension unit they have transferred to are eligible to participate in that extension unit's 4-H events and programs.

5.3.4: Project Instruction/Education in Another Unit

Youth who would like to participate in project instruction (for projects in which they are enrolled) in another unit should visit with their local extension agent. In partnership with the family/guardian, the local unit agent will work with the agent from the non-enrolled unit, as well as the volunteers and Extension Boards when necessary. An agreement for the 4-H youth should be reached among all parties. If these projects feed into a competitive state event, state rules must be followed regarding eligibility for local unit representation.

5.4: Dual Enrollment of 4-H and FFA Members

Eligible youth may participate in both 4-H and FFA but shall avoid duplication. Therefore, the following principles are required to be used in delivering the 4-H and FFA programs in Kansas as we strive to educate youth.

1. Agriculture Education teachers, FFA Advisors, Extension staff and local volunteers are encouraged to cooperate in sharing information and resources to provide educational opportunities for youth.
2. When young people are members of both 4-H and FFA, they shall plan and manage separate projects, and/or supervised agriculture experiences (SAE) programs.
3. FFA and 4-H members may enroll in the same area of experience in 4-H and FFA, however; participants cannot identify, nominate, manage, keep records on, or exhibit the same plants, animals, etc. in both organizations. Members must designate exhibits as either FFA or 4-H at weigh-in, registration or similar deadline.
4. Members may participate in judging contests and related events in FFA and 4-H but cannot represent both organizations at a contest, show or event at the same time.
5. When 4-H and FFA are conducting collaborating activities, both the 4-H and FFA organizations should be represented through emblems and information on all signs, print materials and awards.
6. Collaborating FFA and 4-H activities or events are obligated to have supervision representation from both organizations.

The above principles are in agreement with Kansas 4-H and FFA and hereby affirmed by members and professionals in order to participate in either educational program (Memorandum of Understanding between the Kansas FFA Association and Kansas State University, State Office of 4-H Youth Development, July 19, 2023).

5.5: Privacy Policy

In order to enhance communication and operations of Kansas State University, Kansas 4-H is sensitive of the need to protect the privacy of youth. As a result, we will not knowingly collect personal or identifiable information for anyone under age 19 without providing the parent with the information and having parental permission.

Additional social media guidance is under "**11.2: Social Media Guidelines for K-State Extension**" on page 50.

5.5.1: Online Postings and Social Media

In compliance with University policy and practice and applicable law, including the Children's Online Privacy Protection Act, we will not require anyone under the age of 19 to disclose more information than is reasonably necessary to participate in the activity as a condition of participation. 4-H will not post identifiable information of a 4-H youth on a website.

5.5.2: Health Insurance Portability and Accountability Act (HIPAA)

Kansas State University is a HIPAA hybrid entity, and K-State Extension offices are not subject to HIPAA requirements, including the Privacy Rule, regarding health information. However, the University recognizes the personal nature of personal health information, and any personal health information regarding participants should be maintained in a confidential manner.

5.5.3: Confidentiality

The K-State Extension 4-H Youth Development Program protects the confidentiality of the names and personal information of 4-H youths and leaders. No commercial or unauthorized use is made of names, addresses, and other confidential information of its members. Access to this information is strictly limited to the Kansas State University system and the Kansas 4-H Foundation.

5.5.4: Kansas Open Records Act

Notwithstanding the foregoing, the University and its divisions are required to comply with the Kansas Open Records Act (the "Act"), (K.S.A. 45-215 et seq.), as a public agency of the State of Kansas. The University's Policies and Procedures Manual, *Chapter 3060*, contains detailed information about open records request management at Kansas State University. That policy includes the controlling provisions for the University's obligations under the Act. Public records are defined as "any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of any public agency." The University is a public agency. If you have questions about the Kansas Open Records Act or the University's policies regarding open records, or to obtain assistance in resolving disputes relating to records requests, contact the University's Freedom of Information Officer at openrecords@ksu.edu.

5.6: Publicity Release Forms

A signed release statement is required to use a 4-H youth's name or photographs in any 4-H publication, ad, news article, or website. 4-H parents/guardians must update this release statement annually as part of the re-enrollment process. This release statement should be used on all 4-H (re-)enrollment forms for both members and leaders.

I waive any rights to and consent to the recording and use of my or my child's name, image, and Likeness by the Local Extension Unit, Kansas State University (including the State 4-H Office), and the Kansas 4-H Foundation (collectively, "Releasees"). I understand and voluntarily authorize the Releasees to: (1) record my or my child's participation and appearance using video, audio, photo, writing, electronic means, and/or any other medium (collectively referred to as "Media"); (2) use, reproduce, and/or publish my or my child's name, image, or Likeness (meaning voice, biographical material, and/or other private and/or public facts and/or opinions) in connection with or separate from these Media; (3) exhibit and distribute such Media and/or name, image, or Likeness in whole or in part, without restrictions or limitation, for any communications, educational, marketing, advertising, publicizing, promotional, and/or any other purpose which the Releasees deem appropriate.

I understand and consent that my or my child's name, image, and Likeness and any Media may be posted on and/or accessible to the public via the Internet and other media. I waive any right that I or my child may have to inspect and/or approve any finished Media, name, image, or Likeness products or the use to which it may be applied, and I understand and consent that neither I nor my child will receive financial compensation in exchange for use of the Media, name, image, and/or Likeness. Without limiting the foregoing releases, waivers, and discharges, I (and on behalf of the successors) specifically hold the Releasees harmless from any and all types of liability related to the Media and/or name, image, or Likeness, including without limitation, for negligence or invasion of privacy of any and all types, and for damages to my person, property, and/or reputation, including without limitation damages related to any blurring, distortion, alteration, or optical illusion that may occur and/or be produced in any manner whatsoever.

5.7: Consent to Participate in Evaluations

Following 4-H events/programs youth may be asked to voluntarily participate in a program evaluation to assess positive impacts gained from 4-H participation. The evaluation release is completed during 4-H Online enrollment.

1. I give permission for my child to complete evaluations that will be used to determine program effectiveness or to promote the program.
2. I understand that participation in program evaluations is voluntary and that my child may choose not to participate and may withdraw from evaluations without impact on my or my child's eligibility to participate in the 4-H program.
3. I understand that my child may be asked for consent before completing an evaluation.

Section 6

4-H Club, Independent Member, and other Delivery Mode Standards

The learning community in 4-H has at its core positive youth development, experiential learning opportunities, in partnership with caring adults, that assist young people in achieving youth development objectives. The next section will explore a variety of learning community delivery modes in 4-H.

4-H Clubs are a form of learning community. Creating a culture of learning where youth and adults are involved in a collective effort of understanding is a foundational component of learning communities.

Youth are free to participate in as many 4-H delivery modes or activities as they are able. They are required to designate a primary club (or independent membership) that they affiliate with within 4-H Online.

Membership in a community club cannot be a requirement for membership in any other organized 4-H club or vice versa.

6.1: Definition of a Club

Kansas 4-H and USDA/NIFA define a 4-H Club as: an organized group of at least five youth from three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences and have enrolled in 4-H Online.

6.2: Structure of a 4-H Club

6.2.1: Community Clubs

The 4-H Community Club structure is intended to be flexible, but these minimum standards must be maintained:

- Be led/advised by two or more screened and board-approved adult volunteers.
- Enroll at least five youth members from at least three families.
- Emphasizes project exploration, leadership, and civic engagement.
- Conduct a minimum of six regular educational experiences per year; many clubs hold 9 to 12 regular activities throughout most or all of the year. Gatherings include but are not limited to business meetings, project meetings, service-learning opportunities, and other 4-H learning activities.
- Democratically elect youth leaders to provide direction to the club with shared youth leadership opportunities with shared decision-making, with agreed-upon rules or bylaws.
- Keep meeting, project, and financial records and submit required reports.
- Follow state and local 4-H Policy.
- 4-H Charter.

6.2.2: Project Clubs

A 4-H Project Club is an organized learning community that meets regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.

Project clubs are organized around a specific subject matter (project) area (e.g. robotics, shooting sports, rabbits, dairy goats, horse, dogs, or electricity, etc.). The youth and adult volunteers use club meetings to learn together about the subject around which they have organized. They have a progressive series of educational experiences that include lessons, field trips, and teaching each other about related concepts. While youth are typically enrolled in the project of focus, they may also enroll in additional project areas of interest. They often prepare an exhibit for a county fair. They develop leadership skills (club officers/ leadership roles) and group process skills by working together and completing projects that are meaningful to each other or their community.

Similarly, a 4-H Project Club structure is intended to be flexible, but these minimum standards must be maintained:

- Be led/advised by two or more screened and board approved adult volunteers.
- Enroll at least five youth members from at least three families.
- Emphasizes project exploration, leadership, and civic engagement.
- Conduct a minimum of six regular educational experiences per year; many clubs hold 9 to 12 regular activities throughout most or all of the year. Gatherings include but are not limited to business meetings, project meetings, service-learning opportunities, and other 4-H learning activities.
- Democratically elect youth leaders to provide direction to the club with shared youth leadership opportunities with shared decision-making, with agreed-upon rules or bylaws.
- Keep meeting, project, and financial records and submit required reports.
- Follow state and local 4-H Policy.
- 4-H Charter.

6.3: Other Delivery Modes of 4-H

Other learning communities or delivery modes of 4-H are available to provide educational experiences for children and youth who may not otherwise be exposed to 4-H Youth Development opportunities. These delivery modes are carried out by extension staff, screened and board-approved volunteers, or site-based staff.

These delivery modes do not typically have elected officers or conform to a set of bylaws to govern the group. The delivery modes must follow the policies and guidelines of the Director for Extension. Membership in a community club or other organized club cannot be a requirement for participation in other delivery modes of 4-H. Participation in these delivery modes must be captured using the Kansas State Research and Extension's Data Management software, PEARS. This includes all program activities that previously fell under the umbrella of group enrollment, such as school enrichment and SPIN clubs.

6.3.1: 4-H Out of or in School Clubs

4-H Out of School clubs are organized within school or other community programs administered by extension staff or other organizations (i.e., other site-based youth development organizations, housing authorities, faith-based groups). The youth participants and adult staff identify themselves as 4-H youths and volunteers. They may have officers and elements of a club structure. Please call the State 4-H Office for guidance on creating a Memorandum of Understanding between the school and 4-H in order to charter appropriately.

6.3.2: Military 4-H Clubs

Military 4-H clubs are organized by the armed forces, often on military installations, and principally for military dependents.

6.3.3: Special-Interest and Short-Term Programs

These programs involve groups of youth meeting for a specific learning experience that involves direct teaching by extension staff or trained volunteers, including teachers. The program is not part of a school curriculum and is not restricted to members of 4-H clubs. Groups might include military youth not in military clubs or SPIN (Special Interest) programs. These programs are designed to be short in duration.

6.3.4: School Enrichment

School enrichment involves a sequence of learning experiences in cooperation with educational officials during school hours to support the curriculum. School enrichment programs involve direct teaching by extension staff or trained volunteers, including teachers.

6.3.5: Independent Member

This mode includes learning that occurs independently of a formal group setting. It might be individual, in a pair, or a family learning effort. This includes self-directed learning, usually with limited adult involvement except for parents (or a mentor). Examples include self-study, home study courses, advanced placement courses, mentoring or shadowing with an “expert,” or entire families learning together.

An independent membership is not valid until the youth project and study plan is reviewed and approved. Resources for independent member expectations and a project and study plan template are available at <https://www.kansas4-h.org/about/clubs-programs/>.

Independent members should be engaging regularly with local extension professionals and must review their project and study plans annually.

Independent members can contribute to the larger 4-H program by participating in county, district, regional, and state events; volunteering to lead or assist with 4-H committees, programs, and activities; reading and responding to extension office correspondence; and remaining informed and current on 4-H opportunities, procedures, and guidelines.

Independent members may participate in organized fundraising activities that benefit the local unit program. Independent 4-H youths may not do independent fundraising as 4-H youths.

Additional resources can be found at <https://www.kansas4-h.org/staff-protected/>.

Section 7

Club Structure

7.1: Club Names

Any organization that functions for the purpose of furthering 4-H objectives and programs and has been formally authorized to use the 4-H name and emblem by the appropriate representative of the Cooperative Extension Service must have names that:

- Are specific to the 4-H club or organization either through a unique name or by identifying the county or location. Examples: Share-N-Win 4-H Club (unique name); Cloud County 4-H Horse Club (generic name with county);
- Are not overtly religious or represent the beliefs of one denomination over another;
- Do not imply that membership is limited or exclusive; and,
- Are not offensive or generally seen as demeaning to any group protected by equal opportunity regulations. Refer to the 4-H National Headquarters Fact Sheet, Naming 4-H Clubs, for further information.

7.2: Club Charter

Club Resources: <https://www.kansas4-h.org/resources/4-h-club-resources/>

Every 4-H Organized 4-H Club (community clubs and project clubs) must apply for and receive a charter from the State Office of 4-H Youth Development, Kansas State University, through the local extension office. Through a charter, these organized 4-H clubs are officially recognized and are granted authorization to use the 4-H name and emblem according to the guidelines set forth by the United States Department of Agriculture (USDA).

The Kansas State Office of 4-H Youth Development at Kansas State University maintains documentation on the issuance of charters to 4-H clubs and notifies the Division of Youth and 4-H at USDA. The decision whether or not to charter a potential club is at the discretion of the State 4-H Program Leader and will not be reviewed by the Division of Youth and 4-H at USDA.

The charter is a symbol of recognition as a 4-H club that subscribes to the Kansas 4-H Youth Development policies (i.e., member Code of Conduct, volunteer Code of Conduct, financial reviews, etc.). The charter is authorization for volunteers and participants associated with that 4-H club to use the 4-H name and emblem within the federal guidelines.

The possession of a charter does not constitute authorization as a 4-H unit if such is rescinded by the director of K-State Extension, a designee, or the local board. The authorizing entity retains the right to revoke 4-H Name and Emblem authorization at any time.

4-H charters do not qualify a 4-H club as a legal entity according to state government or business policies and definitions. Moreover, 4-H charters do not allow a recognized 4-H club to share their rights and privileges, like the use of the 4-H Name and Emblem, with any other person, group, or business.

7.3: Club Constitution and Bylaws

All clubs are to function formally through a constitution and by-laws. These are the organizing documents of a club and describes how the club operates. A current copy of the club Constitution and Bylaws must be kept on file in the local extension office. A template for clubs to use is on the Club Resources webpage, under helpful links and resources: <https://www.kansas4-h.org/resources/4-h-club-resources/>

7.4: Club Finance

Clubs that manage funds must have a unique IRS Employer Identification Number (EIN), applied for through the local extension office and follow all Kansas 4-H financial policies. ("**7.5: 4-H Club Financial Management**" on page 29)

Clubs that handle money are required to keep that money in a financial institution in a checking account and are required to submit a 4-H Club/Group or Other Extension Affiliated Group Annual Financial Report to the extension office each year (suggested deadline is November 1). Clubs are also required to maintain active Charter status in order to have any money in the name of 4-H ("**6.1: Definition of a Club**" on page 25).

Resources are located at the following websites:

- Annual Financial Review are located at (KSU 4-1; KSU 4-2; KSU 4-3; KSU 4-4):
<https://www.ksre.k-state.edu/about/employee-resources/operations/forms.html>
- Club treasurer resources: https://bookstore.ksre.ksu.edu/item/4-h-treasurers-record-book_4H474
- Club Finance resources: <https://www.kansas4-h.org/staff-protected/club-finances/>

7.4.1: Annual Financial Review of 4-H Club Accounts

Kansas Extension law, as well as federal and state expectations for use of all funds generated in support of Extension programs, require the Director of Extension and Extension Council/District Boards to be accountable for all funds generated for Extension programs within their jurisdiction.

In other words, the Director of Extension and the Extension Board are accountable for funds raised and/or collected by such groups as 4-H Clubs, 4-H Groups, 4-H Councils, Master Gardeners, etc.

In order for the local extension unit to ensure compliance with financial requirements for 4-H Clubs/Groups and other extension affiliated groups, a yearly financial review of those accounts is to be conducted by a Financial Review Committee. Approval of the reports should be documented by the local unit board recording in their minutes a motion to approve the reports, including in the minutes the name of each 4-H club/group and other extension affiliated groups. This review and board approval are required of all 4-H clubs/groups and other extension affiliated groups. The following linked resource outlines the process of how to utilize the 4-H Treasurer's Report when completing the Annual Financial Review as a review committee. <https://www.ksre.k-state.edu/about/extension-board-resources/resources/KSU%204-1%20Financial%20Review%20Committee%20Responsibilities.pdf>

7.4.2: Approved Volunteers as Signatories on 4-H Club Accounts

Clubs/Groups and other Extension affiliated groups need to have at least two screened, board-approved adult volunteers, no immediate family, as signatories on 4-H Club accounts.

7.5: 4-H Club Financial Management

All accounts and all expenditures of funds of the local extension unit, from whatever source derived, are subject to authorization and approval of the local board and the Director of K-State Research and Extension. The director and local boards are accountable for all funds generated for extension programs.

This includes all funds collected/raised in the name of extension 4-H programs including clubs and other extension affiliated groups.

All clubs, project clubs, other affiliated 4-H groups, and the 4-H Council operate according to policies and procedures determined by U.S. Department of Agriculture, Internal Revenue Service, K-State Extension, and the local board.

K-State Extension staff are not allowed to be signatories on 4-H group or club account(s).

7.5.1: Year End 4-H Club Treasurer's Report

4-H Club Finances and KSE Annual Financial Review Resources are located at the following websites:

- Club treasurer resources: https://bookstore.ksre.ksu.edu/item/4-h-treasurers-record-book_4H474
- Annual Financial Review are located at (KSU 4-1; KSU 4-2; KSU 4-3; KSU 4-4):
<https://www.ksre.k-state.edu/about/employee-resources/operations/forms.html>

7.5.2: 4-H Club/Group Financial Review

All 4-H clubs/groups or other extension-affiliated accounts must submit an annual accounting report and undergo a financial review by the extension board or district to maintain their tax-exempt status. All local extension affiliated groups, including 4-H clubs/groups, are included in the tax reporting jurisdiction of local boards. The local extension board should approve the review form and note in the minutes the name of the club/group of each approved financial review report. Upon completion of all extension wide clubs, please forward the compiled list of completed club financial reviews to the State 4-H Office. (See "7.4: Club Finance" on page 29)

7.5.3: Volunteers as Signatories on 4-H Club Accounts

Volunteers who serve as signatories on 4-H accounts must update their current contact information in 4-H Online and clearly show their 4-H club account activity to the board as a part of the club annual financial review. (See "7.4.2: Approved Volunteers as Signatories on 4-H Club Accounts" on page 29)

7.5.4: Noncompliance with Financial Review

4-H clubs/groups not listed in the 4-H departmental database and not undergoing an annual financial review by the local extension board or any other account not in compliance with this principle:

- will not be considered a formally authorized club/group/affiliate (club charter will be revoked);
- will not be considered a charitable organization according to the IRS;
- cannot accept donations as tax-deductible;
- will be subject to reconsideration of the privilege of using the 4-H name and emblem as decided by the State 4-H Program Leader;
- will be responsible for registering and reporting as specified by the IRS as a "for-profit" business, subject to all associated tax filing and reporting responsibilities.

County/District Extension Boards are responsible for all 4-H accounts.

<https://www.ksre.k-state.edu/about/employee-resources/operations/finances.html>

7.6: Sale of Products by 4-H Clubs and Councils

7.6.1: Commercial Enterprises/Sales

Extension entities are not permitted by the Kansas County Extension Council/District Law to engage in commercial enterprises or to give preferred service to any individual, group, or organization. 4-H Project Prospect Sales/4-H Premium Sales provide a preferred service for the respective project enrollees; there-

fore, 4-H Project Prospect Sales/4-H Premium Sales will be managed by the local fair association, sponsoring organization, or a third, bonded party.

7.6.2: 4-H Camp and Other Accounts

4-H camp and other accounts that do not belong to a 4-H club/group are not allowed and should be maintained by local 4-H councils, or in extension council or district accounts.

7.6.3: 4-H Sales and Donations

Resources found at <https://www.kansas4-h.org/staff-protected/club-finances/>

7.7: Fundraising

Fundraising programs using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on or associated with products and services for such purposes must have the approval of the appropriate extension office (local, county, state, or national level).

Critical elements of these regulations and guidelines include:

All moneys received from 4-H fundraising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational programs. 4-H is considered a non-profit entity; funds must not be accumulated or held over in an account without a proper spending plan.

Private support moneys should be:

- Given and used for priority educational purposes.
- Accounted for efficiently and fully.

Fundraising groups properly authorized to use the 4-H Name and Emblem are to be held accountable to the 4-H program granting authorization. There must be a definite plan to account for funds raised prior to authorization. Such a plan should be within the policy guidelines of the state for handling funds.

Any use of the 4-H Name and Emblem is forbidden if it exploits the 4-H program, its volunteer leaders, 4-H youth participants, or the USDA, Cooperative Extension, land-grant institutions, or their employees.

The 4-H Name and Emblem shall not be used to imply endorsement of commercial firms, products, or services.

In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale: "A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended."

Reference:

<https://nifa.usda.gov/sites/default/files/resource/fy-2019-4-h-name-emblem-use-guide-20191108.pdf>

Additional Kansas 4-H resources:

<https://www.kansas4-h.org/staff-protected/club-finances/>

<https://www.ksre.k-state.edu/about/employee-resources/operations/finances.html>

7.8: Raffles

All KSE entities must follow the KSE Raffle Policy and Guidelines.

https://www.ksre.k-state.edu/about/employee-resources/operations/finances_documents/Tax_Issues_9-22-23.pdf

7.9: Federal Income Tax Exemption for 4-H Clubs

All chartered extension unit 4-H clubs/groups that have their own financial account(s) must have a unique IRS-issued Employer ID Number (EIN) and be associated with its local extension board to maintain its ability to receipt legal tax-deductible donations and be exempt from IRS tax reporting and filing responsibilities. Any 4-H club/group that does not have its own financial account does not need to have its own EIN. An example would be a 4-H project group that has a line item within the county/district 4-H council account that is maintained by the local 4-H council.

Once a 4-H club/group has funds, they must be maintained within a financial institution and may not be kept as cash.

Formally authorized 4-H clubs/groups and affiliated organizations are exempt from paying federal income tax on funds raised on behalf of 4-H or to support 4-H educational programs, and donors may deduct such contributions as bequests, legacies, devises, transfers, or gifts to formally authorized 4-H clubs and affiliated organizations under section 170(c)(1) of the Internal Revenue Code, if made for public purpose.

All local 4-H foundations with 501(c)3 status still must meet IRS tax filing and reporting requirements.

7.9.1: Employer Identification Number (EIN)

The State 4-H Office maintains a record of each EIN of every formally authorized 4-H club/group/affiliate in Kansas. All local units must annually update lists of current/active affiliated clubs/groups and forward them to the State Office of 4-H Youth Development.

7.10: Dissolution Clause

Organized 4-H clubs are governed by a set of bylaws, including a dissolution clause. They are approved by the membership and are consistent with the policies and guidelines of the Director for Extension. Clubs have a planned program that is carried on throughout all or most of the year.

7.10.1: Club Dissolution Clause to be included in Club Bylaws

All 4-H Clubs are to add the following to their Club bylaws:

Upon dissolution of the (insert club name) 4-H club, the members agree that all tangible real property, including money and equipment, shall become the property of **any recognized 4-H or Extension organization and/or a percentage to all**. The last official duty of the club's organizational leader shall be to transfer club assets and club records to the extension office.

7.10.2: Procedure for Disposing of Assets of a Disbanded Club

The 4-H Club/Group shall be terminated and dissolved by a simple majority vote of the membership in favor of dissolution and termination of the 4-H Club/Group. The members shall also vote on how to disburse club resources for a project or activity or contribution to the betterment of the county or district 4-H or state 4-H program.

Upon dissolution and termination of the 4-H Club/Group for any reason, the officers shall take full account of the 4-H Club/Group assets and liabilities and shall liquidate the assets and apply and distribute the proceeds there from in the following order:

1. To the payment of the debts and liabilities of the 4-H Club/Group.
2. To the setting up of any reserves which the officers may deem reasonable and necessary for any contingencies of unforeseen liabilities or obligations of the 4-H Club/Group. Such reserves shall be paid over by the treasurer to an escrow account designated by the officers to be held for the purpose of distributing such reserves and payment of any such contingencies at the expiration of such period as the officers of the 4-H Club/Group may deem advisable.

3. The remaining balance shall be distributed to a group (such as the local extension board or 4-H Foundation) for the purpose of program development directly related to the enrichment of the quality of life of 4-H youth and volunteers. This can be given to any 4-H organization and/or a percentage to all.

Each of the members shall be furnished with a statement prepared by the 4-H Club/Group setting forth the assets, liabilities, and the distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H Club/Group shall cease.

Remaining funds are not permitted to be distributed among the youth participants, volunteers, or families in the 4-H club or group at the time of disbanding.

If a club is inactive for one 4-H program year, it should officially disband. For clubs no longer in existence, the dissolution clause should be followed on remainder of funds. The local board will make the decision on remaining funds if the dissolution clause is unknown.

When a 4-H Club or Group dissolves or fails to reorganize without a vote of the members, the assets become the property of the local extension board after a waiting period of one (1) year. During the one (1) year waiting period, the account will be maintained by the treasurer of the local extension board. The bylaws of each club should specify that in the event the club or group dissolves due to inactivity and the assets of the club or group are not disposed of, the assets become the property of the local extension board after this waiting period.

Section 8

4-H Volunteers

A primary principle of positive youth development is based on the benefit of a positive, sustained relationship of the young person with a caring adult. Youth gain the confidence, connections, and caring they need to achieve their potential.

As the largest youth development organization in Kansas and across the nation, 4-H must lead by conducting the most effective strategies and practices in volunteer screening and selection. All youth deserve a safe and caring environment, and all parents and guardians should expect that when their children are entrusted to the 4-H program, each child will be in a safe setting with caring adults.

Kansas 4-H continues to grow and improve. Strengthening its policy for volunteer registration fulfills an obligation to children, parents, volunteers, and employees. Providing greater security for all people involved in Kansas 4-H is the right thing to do. It is also important that we protect the image and integrity of 4-H, K-State Extension, and Kansas State University.

8.1: Being a 4-H Volunteer is a Privilege

While volunteerism is crucial to the success of 4-H, it is a privilege, not a right to be a 4-H volunteer. Volunteers are expected to adhere to the Kansas 4-H Volunteer Code of Conduct. Volunteers may be dismissed from service at any time.

8.2: Definitions & Types of 4-H Volunteers

Individuals wishing to be involved in the Kansas 4-H program must be screened at an appropriate level. The following guidelines should serve to ensure adequate screening of volunteers.

8.2.1: Direct Kansas 4-H Volunteer:

Adults providing direct supervision to youth at a 4-H program; make decisions on behalf of the 4-H program; have access to private data of 4-H members or volunteers; and/or handle funds as part of 4-H. Direct Kansas 4-H Volunteers are required to complete the volunteer screening process and enroll in 4-H Online.

Direct volunteers who provide overnight supervision or transport youth, must be 21 years of age or older. Direct volunteers with Kansas 4-H Shooting Sports may have other stipulations. **Please refer to Kansas 4-H Shooting Sports Policy, Section 13.**

These roles will include, though may not be limited to:

- Club Leaders or Project Leaders
- Chaperones for any overnight events
- Camp Volunteers
- Any volunteers who will have access to funds raised on behalf of 4-H
- Volunteers who will have access to confidential records or information

8.2.2: Indirect Adult Volunteer

An indirect adult volunteer is someone who gives their time and/or expertise to 4-H education programs or activities and who will either not be in direct contact with children or youth or who will only be in situations directly supervised by paid and/or screened, experienced volunteer/staff. Indirect adult volunteers do not need to complete the volunteer screening process, nor do they need to enroll in 4-H Online.

These positions will include, though may not be limited to:

- Guest speaker/presenter
- Concession stand workers for single events
- Judges
- Superintendents

8.2.3: Youth Participants:

Youth in the 4-H program often engage in leadership and volunteer experiences as part of their 4-H program participation. Youth participants aged 7 to 19 are considered youth participants and do not require any volunteer screening, with the exception of overnight camp counselors. When youth assist direct adult volunteers with overnight supervision as part of their defined counselor role, the following vetting process is required:

- a. Application (A youth application cannot require the collection of social security numbers.)
- b. Interview
- c. Training

The youth serving in a defined counselor role must be a minimum of two (2) years older than the participants.

Note: This does not apply to paid camp staff at Rock Springs Ranch.

8.3: Kansas 4-H Volunteer Screening Process

8.3.1: Volunteer Screening

All direct volunteers are required to complete the Kansas 4-H volunteer screening process. Volunteer screening is done in order to ensure a safe, positive, and nurturing environment for all Kansas 4-H participants. Volunteer Screening provides protection for the child, the volunteer, staff, the Extension Board, and K-State Extension.

To be considered a Kansas 4-H Volunteer, the volunteer must successfully complete the following items:

- A. Enroll as a volunteer in 4-H Online
- B. Volunteer Orientation Training
- C. Interview
- D. Background Check
- E. Local Extension Unit Executive Board Approval

Once a volunteer successfully completes the screening process, their volunteer status is good for 3 years, dependent upon re-enrollment in years two (2) and three (3).

8.3.2: Volunteer Annual Re-Enrollment

4-H Volunteers renew their volunteer status annually by re-enrolling in 4-H Online. Volunteers are asked to confirm contact information and specify their volunteer role(s) for the year. If a volunteer fails to re-enroll on an annual basis their volunteer status is null and void until the time of re-enrollment. Volunteers who do not re-enroll are not covered by the Kansas 4-H Accident Insurance policy.

8.3.3: Volunteer Rescreening

To maintain a Kansas 4-H volunteer status, volunteers will be re-screened every three years from when the original screening was completed. Re-screening includes:

- A. Re-enroll as a volunteer in 4-H Online
- B. Volunteer Orientation Training
- C. Background Check

8.3.4 Volunteer Screening Best Practices

Refer to local unit best practices which outlines the volunteer screening process for both Local Unit office and Volunteer. <https://www.kansas4-h.org/staff-protected/volunteers/>

8.3.5: Costs and Payment of Background Check

The state 4-H office will send invoices to Local Extension Units on a quarterly basis. Local Units may determine how to cover those costs.

8.3.6: Transferring Registered Enrolled Volunteer Files between Local Extension Units

A screened 4-H volunteer who moves to a new location and wishes to volunteer for the new unit, or who wants to extend volunteering to an additional local Extension unit, needs to resubmit the volunteer application with the new local Extension unit. If the volunteer screening has been completed within the past three years:

- a) The 4-H Online Volunteer Orientation can transfer; and
- b) The Criminal Background Information may be passed between counties/districts.

8.3.7: 'Red Flags' or Special Considerations

Information gathered during the screening process may warrant increased scrutiny. Red Flags which indicate an automatic disqualification are:

- Use of an illegal substance or controlled drug not used as prescribed by a doctor
- Conviction of any crime against another person — adult or child: murder, possession of illegal substance with intent to sell, manslaughter or bodily injury while driving intoxicated, sex offenses
- Conviction of child abuse or neglect
- Information on the National Criminal Background Check may result in an automatic disqualification. The state 4-H office will notify the local office if such information surfaces in the background check.

The screening process may bring forward information that does not appear to be at the “red flag” level but might indicate additional scrutiny is advisable. Further investigation is warranted. Examples of “flags” warranting further investigation could include a long-ago DUI, minor property crime, financial impropriety, or a misdemeanor. Stipulations may be placed on the role a volunteer can fulfill in the organization to mitigate potential risk.

8.3.8: Confidentiality

Maintaining the confidentiality of all profiles personal identification, private information and supporting documents is the cornerstone of keeping trust with the volunteer applicants. Each volunteer applicant is entitled to privacy and fair treatment under the law. It is the intent of Kansas 4-H to treat all volunteer applicants fairly and respectfully.

Information that must be kept confidential: 4-H Online profile information, references, and interview notes. These documents can only be accessed by those who have completed the confidential statements and are responsible for the 4-H program — extension professionals, office professionals, the local volunteer review committee, and the extension board.

Local unit office professionals who have been assigned the responsibility of maintaining checklists and handling correspondence are also required to read the confidentiality section and sign the Confidentiality Statement agreeing to protect the privacy of individual applicants.

Information about volunteer applicants and reasons for acceptance, acceptance with restrictions, or rejection as 4-H volunteers must be kept confidential. Only the volunteer review committee and local board can be involved in discussing applicants. Discretion and privacy must be used in the review and discussion, preferably in executive session.

The volunteer applicant files are to be kept for two years:

1. from received date of application without renewal or
2. ending date of individual's involvement with the 4-H program, whichever is longest.

If a volunteer is disciplined or terminated due to allegations of any type of abuse upon a child, records must be retained indefinitely.

Treat the volunteer application information as confidential personnel files. The volunteer applicant may have access to review the contents of his or her own personnel file; however, reference information and interview notes are confidential and must be removed before the volunteer applicant can review the file. The volunteer applicant may **only** view the file in the extension office or obtain copies of the file contents by written request in accordance with the *Kansas Open Records Act*. Volunteer applicants cannot remove contents or the file from the extension office. The volunteer files are considered personnel files, so only review committee members, local extension board members, and local extension professionals may examine the contents. The files must remain confidential, and no member of the public may review volunteer application files.

Kansas law includes an Open Records Act: *It is the public policy of Kansas that public records shall be open for inspection by any person.* Subject to certain exceptions, the act requires that records kept by public agencies be open for public inspection. This applies to records kept by the local offices of K-State Extension, as well as any state or regional extension office.

Questions about the Kansas Open Records Act and requests for public records should be directed to the Kansas State University Designated Records Custodian, as outlined in the K-State Policies and Procedures Manual: <https://www.ksre.k-state.edu/about/employee-resources/operations/policies/>. The area local extension unit director or the board appointed freedom of information officer should receive a copy of any such correspondence.

8.3.9 Confidentiality Statements

Anyone (paid or nonpaid) involved in the volunteer screening process and with access to personnel files needs to understand the importance of confidentiality. Each person must read and sign the Confidentiality Statement, agreeing to protect the privacy of individuals involved.



Kansas 4-H Non-Paid Staff (Volunteer) Confidentiality Statement

I, the undersigned, do hereby acknowledge that in my volunteer service for K-State Extension and the _____ Extension Unit Board, I will have access to confidential information contained in the records of volunteers serving the organization. I agree that I shall not disclose any such confidential information maintained by the K-State Extension and the _____ County Extension Council/District Governing Body to any unauthorized person, and I will adhere to established confidentiality guidelines. I understand that this commitment remains in effect even if I am no longer serving as a screened and board appointed volunteer.

I acknowledge that a proven breach of confidence could be cause for termination from my volunteer position.

Signature _____ **Date** _____

Kansas 4-H Paid Staff Confidentiality Statement

I, the undersigned, do hereby acknowledge that in my service to K-State Extension and the _____ Extension Unit Board, I will have access to confidential information contained in the records of volunteers serving the organization. I agree that I shall not disclose any such confidential information maintained by K-State Extension and the _____ Extension Unit Board, to any unauthorized person, and I will adhere to established confidentiality guidelines. I acknowledge that a proven breach of confidence could be cause for termination from my position. I also understand that this commitment remains in effect even if I am no longer employed with K-State Research & Extension.

Signature _____ **Date** _____

8.3.10: Volunteer Review Committee (recommended best practice)

1. The volunteer review committee is to identify a volunteer work force that will provide a safe, caring, and positive environment for youth.
2. This committee shall consist of three to five individuals who represent a broad knowledge base of human resources, law enforcement, and child protection, as well as an understanding of the nature of local extension programs. In addition to these three to five individuals, staff members who have responsibility for youth programs shall serve on this committee.
3. Suggested resource people to consider include, but are not limited to:
 - law enforcement officials
 - social services professionals
 - attorneys
 - medical professionals
 - human resources professionals
 - 4-H volunteers
 - school/education professionals
 - business and/or corporate personnel
 - local extension board members
 - faith community representatives
4. The board chair (or a representative) and extension agent(s) review suggestions and select potential review committee members.

5. Names of candidates selected for the review committee will be submitted to the local board for appointment. Those appointed will be required to sign the confidentiality statement.
6. It is recommended that an agent provide orientation for new review committee members in a face-to-face meeting. After that, members may meet as needed to review volunteer files as a group or individually, and to vote on a recommendation: approval, approval with restrictions, or rejection. In orientation, the agent outlines the purpose of the review committee, confidentiality, the Kansas 4-H Volunteer Screening Policy, review procedures, criteria, decision options, and the operating process for the committee.
7. If a review committee is not appointed, these duties shall become the responsibility of the local extension board or a subcommittee of the board.

8.4: Conduct of 4-H Volunteers

8.4.1: Code of Conduct

When there is suspected evidence of volunteer conduct violations, Extension offices are to document issues and retain within a volunteer file. The Kansas 4-H Code of Conduct is the standard for adult volunteers who represent Kansas 4-H within local extension units.

Kansas 4-H Volunteer Code of Conduct

Kansas 4-H Volunteers serve at the discretion of Kansas State Extension (KSE) and the local Extension unit and there is no ongoing expectation to be engaged in that role. All volunteers are required to review and abide by the Kansas 4-H Code of Conduct prior to and during any volunteer engagement with Kansas 4-H.

As a Kansas 4-H Volunteer

1. I understand that the Kansas 4-H Youth Development program is a non-formal, experiential education program in which I have a choice to volunteer. I will engage in program activities and may excuse myself from this volunteer assignment.
2. I will strive to be a positive role model. I will treat youth, parents, volunteers, KSE staff, judges, and others with respect, courtesy, and consideration during my volunteer assignment.
3. I will take part in volunteer screening as per my role description. I will conduct myself professionally while working in partnership with KSE professionals and other Kansas 4-H volunteers. I agree to adhere to directives from KSE staff. I will actively participate in meetings, self-study, or other training programs, as recommended by the KSE staff, which will help me work more effectively with young people and adults.
4. I will not use the volunteer position for private, personal, or commercial financial gain. I recognize the organization has the responsibility and authority to remove individuals who are serving as volunteers who are disruptive to the 4-H Youth Development program, violate the Kansas 4-H Code of Conduct, the standards of the 4-H Pledge and Motto or federal, state, or local laws, or for any other reason the 4-H Youth Development program deems appropriate.
5. I will not use alcohol or any illegal substances (or be under its influences) while working with, or being responsible for, youth or attending a 4-H event. Additionally, I will not allow youth to do so while under my supervision as a 4-H volunteer.
6. I will operate machinery, vehicles, and other equipment in a safe and responsible manner. When operating a motor vehicle, I acknowledge I must have a valid driver's license and the legally required insurance coverage.

7. I acknowledge that the 4-H program utilizes competition related to project work as a tool for learning. I will demonstrate good sportsmanship and encourage this behavior in program participants and other volunteers. I will not engage in behavior that detracts from the learning experience. I will not let my personal desire to win overshadow the needs of the group or violate positive youth development principles. I understand that a judge's decision is final.
8. I accept my personal responsibility to be informed and follow the policies, rules, and deadlines established by Kansas 4-H. I will not cheat, lie, knowingly furnish false information, deceive, or otherwise engage in dishonest, unethical, or illegal behaviors. I will not encourage others to disregard or intentionally violate conditions of Kansas 4-H participation.
9. I will promote and practice the responsible and ethical stewardship of livestock and/or companion animal projects.
10. I will promote a safe environment. I will not engage in conduct that harms participants or adults, whether through sexual harassment, physical force, verbal or mental abuse, neglect, or any other harmful behavior through direct interactions or through use of social media or other communication methods. I will comply with the Kansas State University Policy Prohibiting Discrimination, Harassment, Sexual Violence, Domestic and Dating Violence, and Stalking ("PPM 3010)," which can be found at <https://www.k-state.edu/policies/ppm/3000/3010.html>.
11. I will promote through my conduct a spirit of inclusion and belonging by welcoming and engaging participation of individuals from all backgrounds. I will encourage youth involvement in decision making.
12. I will follow requirements for keeping financial records and handling 4-H funds.
13. I will keep reliable and accurate records, distribute materials, and provide support to the 4-H system as directed in furtherance of my volunteer responsibilities.

4-H Volunteers who do not abide with the above code of conduct are subject to responsive action, up to and including removal as a volunteer, being prohibited from volunteering in the future, and being prohibited from attending or being present at University and KSE events and property. I understand that upon any such action, I will not receive reimbursement for any resulting expenses.

Signature Required

I acknowledge and agree that:

- a) I have read and agree to abide by the Kansas 4-H Volunteer Code of Conduct. I agree to comply with the policies, rules, and regulations of Kansas 4-H Youth Development and local Extension Unit.
- b) My status in the program will be that of an uncompensated volunteer;
- c) I will serve under the direction of the designated administrator or employee responsible for the program at all times while acting within the scope of my volunteer duties in the program;
- d) I will comply with all applicable safety procedures and regulations;
- e) I am bound by Kansas State University's standards of appropriate conduct found in the University Handbook and the Policy and Procedures Manual, including but not limited to the Policy Prohibiting Discrimination, Harassment, Sexual Violence, Domestic and Dating Violence, and Stalking (PPM 3010) and the Threat Management Policy (PPM 3015);
- f) I am not authorized to act on behalf of Kansas State University or the local extension unit in business matters, including purchasing property, signing contracts, leases or other agreements, hiring or supervising employees or otherwise attempting to bind the University to any agreement;

I agree to participate in available 4-H volunteer orientation and ongoing training as appropriate and directed by local unit and state program standards.

- g) As a 4-H Volunteer I serve at the request of the local Extension Unit and KSE and may be removed from service at its discretion. I may resign my volunteer role at any time at my discretion; provided however, if 4-H youth are in my care, I shall ensure they are transferred to the care of KSE staff in a reasonable manner.
- h) In signing this application, I apply for continued registration as a 4-H Volunteer with the local Extension Unit and the Kansas 4-H Youth Development Program.

Signature _____ **Date** _____

8.4.2: Volunteer Dismissal

One of the principles of positive youth development is that a young person has the benefit of a positive, sustained relationship with a caring adult. In Kansas 4-H, we depend on a team of volunteers to help fulfill the role of a caring adult.

The Kansas 4-H Volunteer Code of Conduct specifies the appropriate behavior, attitudes and actions of the volunteer. Unfortunately, situations occur in which a volunteer may act inappropriately or display behavior that undermines the goal of positive youth development. These actions may even be disruptive to the youth, volunteers, and staff around them.

If there is immediate concern over the safety of youth or others associated with the program, if the volunteer has been charged with a crime, or if a situation arises regarding inappropriate behavior by a volunteer, the local extension agent and/or local extension director should consult with the State and 4-H Youth Development Specialist with local unit responsibilities and Regional Extension Director for the appropriate next steps.

Note: Prior to the point of dismissal, KSE professionals are to work with state and regional professionals to explore alternatives to dismissal.

Any volunteer who does not abide by the Volunteer Code of Ethics will be subject to review and appropriate consequences. Contact your 4-H Youth Development Specialist with local unit responsibilities and Regional Director about the volunteer situation. They will then guide you through a process as each situation is handled on a case-by-case basis. If a volunteer applicant is not appointed or a screened and appointed volunteer is dismissed, the State 4-H Program Leader, 4-H Youth Development Specialist with local unit responsibilities, and Regional Director should receive a carbon copy of any correspondence sent to the individual. Additionally, you will need to submit the name of the individual and additional information in this online database.

8.4.3: Transportation of Youth

Direct volunteers and Extension staff who are at least 21 year of age or older can transport youth. Volunteers will operate machinery, vehicles, and other equipment in a safe and responsible manner. When operating a motor vehicle, volunteers must have a valid driver's license and the legally required insurance coverage.

8.4.4: Volunteer Role Description

All direct volunteers should be provided a written role description with their board appointment correspondence and placed in their file or uploaded in to their 4-H Online profile. The role description needs to be signed by the both the Extension Professional and the direct volunteer.

8.5: Volunteer Liability Protection under Kansas Tort Claims Act

Volunteers are subject to University policies, including conduct codes. Volunteers are covered for liability by the Kansas Tort Claims Act and for workplace injuries by the Workers Compensation Act, just like regular employees of the University. Individuals who are volunteers with the extension division are considered "employees" under K.S.A. 75-6102, <https://www.ksre.k-state.edu/about/employee-resources/operations/policies/legal-opinions/>. The volunteer agreement (including role description) provides evidence of the relationship, which is helpful in ensuring those coverages. Please Refer to <https://www.k-state.edu/general-counsel/legal-resources/faq/#16>

8.6: Confidentiality

Maintaining the confidentiality of all profiles and supporting documents is the cornerstone of keeping trust with the volunteer applicants. Each volunteer applicant is entitled to privacy and fair treatment under the law. It is the intent of Kansas 4-H to treat all volunteer applicants fairly and respectfully.

1. Anyone (paid or non-paid) involved in the volunteer screening process and with access to personnel files needs to understand the importance of confidentiality. Each person must read and sign the Confidentiality Statement, agreeing to protect the privacy of individuals involved.
Resources for Nonpaid Staff/Volunteer and Paid Staff:
<https://www.kansas4-h.org/staff-protected/volunteers/>
2. Information that must be kept confidential: 4HOnline profile information, references, and interview notes. These documents can only be accessed by those who have completed the confidential statements and are responsible for the 4-H program — extension professionals, office professionals, the local volunteer review committee, and the extension board.
3. Local unit office professionals who have been assigned the responsibility of maintaining checklists and handling correspondence are also required to read the confidentiality section and sign the Confidentiality Statement agreeing to protect the privacy of individual applicants.
4. Information about volunteer applicants and reasons for acceptance, acceptance with restrictions, or rejection as 4-H volunteers must be kept confidential. Only the volunteer review committee and local board can be involved in discussing applicants. Discretion and privacy must be used in the review and discussion, preferably in executive session.
5. The volunteer applicant files are to be kept for two years: 1) from received date of application without renewal or 2) ending date of individual's involvement with the 4-H program, whichever is longest. If a volunteer is disciplined or terminated due to allegations of any type of abuse upon a child, records must be retained indefinitely.
6. Treat the volunteer application information as confidential personnel files. The volunteer applicant may have access to review the contents of his or her own personnel file; however, reference information and interview notes are confidential and must be removed before the volunteer applicant can review the file. The volunteer applicant may only view the file in the extension office or obtain copies of the file contents by written request in accordance with the Kansas Open Records Act. Volunteer applicants cannot remove contents or the file from the extension office. The volunteer applicant files are considered personnel files, so only review committee members, local extension board members, and local extension professionals may examine the contents. The files must remain confidential, and no member of the public may review volunteer application files.
7. Kansas law includes an Open Records Act: It is the public policy of Kansas that public records shall be open for inspection by any person.

Subject to certain exceptions, the act requires that records kept by public agencies be open for public inspection. This applies to records kept by the local offices of K-State Extension, as well as any state or area extension office.

Questions about the Kansas Open Records Act and requests for public records should be directed to the Kansas State University Designated Records Custodian, as outlined in the K-State Policies and Procedures Manual: <https://www.ksre.k-state.edu/about/employee-resources/operations/policies/>. The Regional Director should receive a copy of any such correspondence about open records requests.



Section 9

Risk Management

Many activities and some projects have an inherent risk involved. Every effort should be made by volunteers and professionals to assess the risks associated with program planning and delivery. Every reasonable effort should be used to communicate to parents, youth, and others about the inherent risks associated with specific activities planned, particularly in camps, outdoor activities, shooting sports, and livestock projects. This enables parents to make an informed judgment about allowing their children to participate.

9.1: K-State Extension Risk Management Plan

This publication describes best management practices for addressing risks in a wide range of research and extension programs. Risk management is important in all our activities. Each of us has an obligation to protect our program participants and our organization from unreasonable risk. <https://www.ksre.k-state.edu/about/extension-board-resources/board-leadership-modules/modules/risk-management.pdf>

9.2: Crisis Management Plan

The Crisis Management Planning document is labeled as document KSU8-33.pdf at the following website: <https://www.ksre.k-state.edu/about/employee-resources/operations/forms.html>

9.3: Use of Alcohol/Tobacco/Controlled Substances During 4-H Activities

Using or possessing alcohol, tobacco, or any controlled substances not under physicians' prescription at any 4-H event by program participants is prohibited. Infraction of the rules may result in dismissal from the event or program, the withholding of premiums, or other disciplinary action.

Alcohol or tobacco products should not be used by adults in the presence of youth(s) and any use must comply with university policies. Use of illegal drugs or non-over-the-counter drugs without a prescription is prohibited. Volunteers conducting any activity under the influence of alcohol or other mind-altering substances are subject to immediate dismissal.

Extension staff, in consultation with those individuals/volunteers supervising the relevant event, will determine the appropriate disciplinary action. In the event of dismissal, the extension staff responsible and the parent/guardians of the 4-H youth will be contacted before the 4-H youth is sent home. 4-H should not sponsor events where alcohol is served.

9.4: Overnight Housing Policy

The Kansas 4-H Youth Development youth-adult overnight housing policy applies to all 4-H-sponsored youth overnight events where adults are housed with (or nearby) youth, or where youth and unrelated adults share bathrooms.

The overnight housing policy was developed to help ensure the safety and well-being of both youth and adults involved with Kansas 4-H. This mandatory policy applies to any Kansas 4-H sponsored state, regional, district, county, or club-level overnight event where adults are housed with or share bathrooms with unrelated youth, such as workshops, events, fairs, exchanges, overnight trips, lock-ins, and camps.

Youth will be housed separately based on their gender. Youth participants aged 17 and under at the time of the event will be housed with other youth participants. Youth participants aged 18 and 19 are considered youth participants and will adhere to the same restrictions as minors. Adult participants aged 21 and up will be housed with other adult participants. An adult participant may be housed with related youth; however, no unrelated youth will be housed in that room. Related is defined as immediate family, including parents/guardians, grandparents, and siblings. Non-related adults can stay with youth only when parent/guardian written consent is provided to the event coordinator.

Participants at any overnight 4-H event or activity are not allowed to share a bed. One bed per participant is required. An exception can be made for related youth. Related is defined as immediate family.

Please note that in cases such as a cabin set-up, if no other housing is available for adults, more than one adult must be housed in the cabin.

9.5: Supervision Ratios

All 4-H related programs and activities should be supervised by at least two adult approved and screened volunteers (this practice is called two-deep supervision).

Providing a safe environment for youth is our greatest responsibility, any adult supervising youth at overnight 4-H sponsored events (locally, district, or statewide) must meet the following minimum criteria:

- Become a screened and board approved Kansas 4-H volunteer.
- Watch and/or attend the corresponding event chaperone/adult/volunteer training.
- At least two screened and board-approved adult volunteers must be present at all times, and any additional screened and approved adult volunteers should be secured in accordance to the ratios listed below.

Please refer to "**8.2.1: Direct Kansas 4-H Volunteer:**" on page 34 and "**8.4.3: Transportation of Youth**" on page 41 for additional information.

Event management may have additional specific requirements. Chaperones for overnight 4-H events must be at least 21 years of age.

All 4-H related programs and activities shall ensure adequate supervision of youth participants at all times.

	Day Participants	Overnight Participants
5-6 Year Old Participants	1:6	N/A
7-8 Year-Old Participants	1:8	1:6
9-14 Year-Old Participants	1:10	1:8
15-19 Year-Old Participants	1:12	1:10

Section 10

Governance for Community Partnerships

Broadly:

1. The Extension program is legally responsible for the quality and resource allocation for programs under their jurisdiction (of which 4-H is a program).
2. Extension programs are encouraged to facilitate engagement in program delivery with community partners but are not required.
3. If you engage in program delivery with a community partner, setting up an agreement for how you will deliver, resource, and make joint decisions around that program is essential for program success.
4. Partner Notice of Civil Rights
<https://www.ksre.k-state.edu/about/employee-resources/programming/civil-rights/>

10.1: 4-H Councils

Local 4-H councils are partners in the 4-H Youth Development Program of the Extension system, specifically KSE.

The purpose of the 4-H Council overall is to aid in the development of county/district 4-H youth programs, by giving leadership to the planning and conducting of educational events and activities, volunteer leader training, and/or teen leadership development.

Council members are volunteers who are selected in a variety of ways, as determined by the local 4-H Council constitution and by-laws. Check with the local extension offices and 4-H Councils for their procedures. 4-H Council members need to be enrolled as either official 4-H youths or volunteer leaders in 4HOnline and complete the volunteer screening and approval process as a part of the youth risk management procedures.

The input from the council is important but must follow the policies, procedures, and guidelines of Kansas State University, K-State Extension, the State 4-H Office, and the USDA. Decisions of the councils cannot be adverse to the mission of the 4-H program. Ultimately, if the council and the local extension office are at odds, the final decision would rest with the local agent, extension board, the regional director, the State 4-H Program Leader, or the Director for Extension.

Additional resources can be found at <https://www.kansas4-h.org/staff-protected/>

10.2: 4-H Foundations

The foundation must follow all the laws that apply to non-profit or not-for-profit corporations, depending on how they were incorporated. They need to follow the policies, procedures, and guidelines of K-State Extension and 4-H. If the name 4-H is in the title of these corporations, these corporations are ultimately accountable to the 4-H program.

(See "**3.5: 4-H Name and Emblem**" on page 15.)

10.3: Partnerships: Schools and Community Centers

As part of the 4-H program, many counties offer 4-H programs at schools and/or community centers. These two additional outreach audiences enhance the program and are an important part of the 4-H educational program. 4-H programs at schools and/or community centers are subject to the same over-reaching policies as all other 4-H entities. If they function as a regular club, they should follow the rules that govern 4-H clubs. If they function as a special interest or school enrichment entity, they should follow the rules governing 4-H school enrichment programs. In all cases, the money that is handled must be accounted for following the financial management guidelines found in "**7.5: 4-H Club Financial Management**" on page 29 of this document. Other policies must also be in compliance with overall 4-H policy.

10.4: Partnerships: County/State Fairs

K-State Extension holds responsibility in cooperation with the 4-H Council and/or fair board for developing 4-H rules at all 4-H county fairs and 4-H events. These rules must be consistent with the 4-H mission and 4-H policies (see **Sections "2", "3", "4", "5", and "6"**) including site-based risk management planning.

K-State Extension professionals in charge of the 4-H program are responsible for communicating with and upholding State and National 4-H policy to the 4-H Council and the Fair Board, including fund-raising efforts utilizing the name and emblem of 4-H (see "**3.5.6 Application to Use the 4-H Name and Emblem**" on page 17 and "**7.7: Fundraising**" on page 31).

Local 4-H fair rules must be in compliance with and will not supersede State and National 4-H policy; however, fairs may design local classes and events that enhance the educational mission of the 4-H program. For example: Classes and events designed for Cloverbuds must not be competitive at any level in the organization.

Counties should establish a grievance process in conjunction with the local Extension Board and/or Fair Board. For information on developing a grievance process see: "**2.8: Grievances and Protest**" on page 10.

10.4.1: County Fair Policy Authority

- The extension board is the policy-making authority for the 4-H Youth Development division of the fair. Rules and regulations must conform to policies and procedures established by the Director for Extension and the State 4-H Program Leader.
- Fair boards may not establish rules and regulations for participation of 4-H members in the 4-H division at fairs/expositions/shows. Extension Boards, in partnerships with fair boards, may propose eligibility requirements, such as 4-H club meeting attendance policies, for participating in a live-stock or project sale, auction, or similar event for 4-H exhibitors. If eligibility rules are established and approved by the extension board, requirements should be in place and communicated to all 4-H participants by October 1, the beginning of the 4-H year.



- Local K-State Extension offices have the right to determine the official fair/showcase opportunity for project learning in the local unit and to determine which 4-H exhibits advance to the state fair from their local unit.
- K-State Extension Role at Fairs and Shows resources are found here:
<https://www.kansas4-h.org/resources/policy-guide/index.html>

10.5: Memorandum of Understanding (MOU) with County Fair Board or Association

Local extension programs should demonstrate their partnership with local fair boards through a Memorandum of Understanding (MOU). A MOU can outline the roles and responsibilities of each party and improve communication between Extension Boards and fair boards.

The local 4-H Youth Development program is administered by the extension board in partnership with the K-State Extension regional director, within the policies and guidelines set forth by the Director of the Kansas State University Agricultural Experiment Station and Cooperative Extension Service (as directed by Kansas Law, see "**15.7: Kansas Extension County Law**" on page 65).

Responsibilities include:

- Usage of 4-H name and emblem.
- Any policies or rules related to 4-H program participation.

The MOU should be reviewed annually and structure revisions every 3 years.

Section 11

Communication

11.1: 4-H Communication Guidelines

Clubs and groups chartered through the State 4-H Office may develop and maintain an internet presence (social media, websites, email, blogs, calendars, downloadable photos, audio, or video) and other electronic or print media to promote and provide information about their respective programs. Individuals responsible for the development and/or maintenance of these communication venues must abide by the following policies:

1. Clubs and groups must be authorized by the appropriate K-State Extension personnel to develop an internet or other medium presence.
2. 4-H club websites and social media sites must be administered by screened and board approved adult volunteers or by a teen leader supervised by screened and board-approved volunteers, with oversight by a local extension faculty member with administrative rights.
3. State or local unit level 4-H websites and social media sites must be administered by a faculty or staff member of K-State Extension or by another individual working under their direction and supervision.
4. Titles, addresses, and content of email, websites, and other media must reflect the club or group's designated level of authority (i.e., club, county, district, state).
5. All content must adhere to 4-H and K-State Extension policies and guidelines including, but not limited to, logo usage, nondiscrimination, sponsorship, and privacy. When using the 4-H emblem, groups must follow the established KSE co-wordmark policy and federal guidelines.
<https://www.kansas4-h.org/resources/promotional-resources/>
6. Privacy of participants must be treated with respect. Contact information such as addresses, phone numbers, email addresses, and the like may be published only with the consent of each participant. Pictures and videos may be posted on a 4-H website so long as a member has a signed photo release. Only first names and the name of the 4-H club may be used.
7. The 4-H charter may be revoked from clubs and groups deemed in violation of these policies. Individuals who violate these policies may be removed as 4-H volunteers or members and may face appropriate legal action.

11.2: Social Media Guidelines for K-State Extension

Guidelines have been developed by the Division of Communications and Marketing to assist those employees authorized to act on behalf of the university on affiliated social media accounts to properly portray, promote and protect the university. Although each Extension Unit operates its own outlets, all approved Kansas State University social media accounts are a voice for the university and must adhere to these guidelines. These guidelines and policies are not intended to regulate personal social media accounts but must be adhered to if the account is representing Kansas State University.

Kansas State University: <https://www.k-state.edu/socialmedia/guidelines.html>

11.2.1: Children's Online Privacy Protection Act

In order to be in compliance with the **Children's Online Privacy Protection Act** (see "5.5.1: Online Postings and Social Media" on page 23), K-State Extension provides the following guidance for social media engagement and use of digital materials.

Therefore:

1. Verify that you have consent from a parent/guardian before posting online (see 4-H online and/or with any request for submissions — photo or video)
2. Minimize personally identifiable information (i.e. first name, last name, gender, town, age) for all youth but especially for those under 13 years old — most submissions can maximize connection and minimize disclosure of information by stating first name and 4-H club.
3. Try to eliminate first and last names being identified with an image (Zoom screenshots are very good at this). Try to blur names before posting.

11.2.2: K-State Extension External Social Media Policy

K-State Extension encourages thoughtful discussion and interaction relevant to the purpose of the page. The purpose of Kansas State University and K-State Extension social media pages is limited to focusing on the university's mission, goals, and programs. Content must be relevant to the topic discussed, relevant to this particular page, and to the point. Content that is excessively long or repetitive is subject to removal.

Content that is discriminatory, profane, threatening, obscene, a violation of intellectual property rights or privacy laws, creating a security or privacy risk, spam, defamatory, infringing on another person's rights, commercial advertising by a third party, otherwise violates local, county, state, or federal laws, or incites or solicits illegal conduct or violence, is prohibited. By posting content to the site, you represent that you own or otherwise have all the rights necessary to lawfully use that content and/or that the use of the content is permitted by fair use, as applicable. K-State Extension reserves the right to remove any material for nonconformity with this policy.

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Section 12

Competitive Events

12.1: Competitive Programs and Events Background

12.1.1: Criteria for 4-H Competitive Events

- Sponsored/co-sponsored and/or conducted by Kansas 4-H.
- Approved by and/or conducted by extension staff responsible for the event.
- Rules and regulations established by or approved by extension staff responsible for the event.
- Open to participation by 4-H youths from county, group of counties, district, state, region, or nation.
- Participants must be enrolled in 4-H during the current 4-H year.
- Approval to use the 4-H name and emblem.
- Utilize the name and emblem of 4-H in promotion and recruitment.
- Provide a safe and healthy environment with a positive educational experience for youth.

12.2: Livestock Competitive Events

(see "15.6: Equine Limited Liability Law" on page 65)

12.2.1: Purpose of Livestock Competitive Events

Educational competitive events for 4-H members are a valuable part of demonstrating mastery within a project area.

12.2.2: Permissible Practices

Livestock competitive events provide an opportunity for evaluation and positive feedback for youth. Participation in competitive events help 4-H members learn to make and refine decisions as well as improve public speaking skills. In addition, competition offers opportunities for evaluation, learning sportsmanship, and cooperation. All livestock competitive events should be designed with the following:

- Educational objective.
- Educational activities.
- Appropriate evaluation.

Examples of educational livestock opportunities: grooming clinics, sessions with industry experts on nutrition, and livestock shows.

12.2.3: Non-permissible Practices

Extension professionals and other personnel of K-State Extension may participate in the administration of livestock activities. Local offices of K-State Extension, extension councils, 4-H councils and 4-H clubs must follow the “Use of Cooperative Extension Funds,” https://www.ksre.k-state.edu/about/extension-board-resources/resources/Use_of_Cooperative_Extension_Funds.pdf and “Principles of Managing Funds for Extension Affiliated Groups,” <https://www.ksre.k-state.edu/about/extension-board-resources/resources/PrinciplesofManagingFundsofAffiliatedGroups.pdf>.

Following are examples of practices that are not permitted:

- The 4-H name and emblem shall not be used in conjunction with an event not sponsored by K-State Extension.
- Local offices of K-State Extension may not be the entry point for non-extension events, receive funds for an external organization, or involve extension personnel on official time.
- No membership dues may be collected via a competitive event for an extension board or its subdivisions (4-H Events Council, etc.) for 4-H participants from a county or district to participate in an extension education program. Kansas County Extension Council Law also forbids dues being assessed by 4-H units. Extension boards may collect fees for specific services that require special equipment or personnel for educational services.

12.3: Exhibit Guidelines

- The exhibit is the result of knowledge and skills learned within the 4-H project experience in the local club, group, event, enrichment program, or individual participation.
- The 4-H youth is owner of project. In the case of dairy and horse projects, in which leasing of animals for 4-H projects is allowed, the 4-H youth is considered the owner of the animal during the current 4-H project year.

12.4: Age Divisions for 4-H Events

- Age divisions for contests/competitions vary. Check the rules for specific age requirements.
 - State Competitive Event Age: includes Kansas State Fair and State Project Events
 - Intermediate Division — 9 to 13
 - Senior Division — 14 to 18
- County/District Competitive Event Age: suggested, but may vary by county/district
 - Junior Division — 7 to 8
 - Intermediate Division — 9 to 13
 - Senior Division — 14 to 18

12.5: State Events

12.5.1: Minimum requirements to hold a state contest

If a state contest does not have a minimum of 20 youth participants, from at least five different counties/districts and from two different extension regions, the contest will be placed on probation for one year. If, during the probationary year, participant numbers do not meet or exceed the minimum state-supported requirements, the contest will be discontinued. When a new contest is piloted, the pilot year will not be included in the probationary period.

12.5.2: State Judging and Related Contests

Any team member who participates in the designated National 4-H contest is ineligible to compete again as a team member at the state level contest. For individual participation please refer to specific contests for procedures, eligibility, etc.

An individual may enter a designated national 4-H competitive event in a specific program area only once. Participating members of a team entry (even if they are designated alternate by low score) are ineligible to enter the same event again as a part of another team at a designated national 4-H competitive event.

The membership of the team at the designated national contest must be individuals who participated in the state event.

Age divisions, eligibility, and participation as individuals or teams will be determined by the Kansas 4-H Youth Development and appropriate partners. Kansas 4-H Youth Development may develop stricter policies than national events. Age-appropriate participation/competition is based on current research and national 4-H policy.

Each district may enter the number of teams equal to the number of counties in the district.

12.6: Managing Grievances for 4-H Competitive Events

See "2.8: Grievances and Protest" on page 10.

Section 13

Shooting Sports

13.1: Operating Policies for Kansas 4-H Shooting Sports

Kansas 4-H Shooting Sports including all local programming shall follow the National Minimum Standards. Please familiarize yourself with minimum standards found at <https://national4hshootingports.files.wordpress.com/2023/03/minimum-standards-best-practices-february-20232.pdf> (pages 1 and 2)

- All persons wanting to serve as a local Extension unit 4-H shooting sports coordinator and/or instructor must have completed the requirements to become a 4-H registered volunteer at the local level and have a signed position description by the Extension Professional and volunteer before attending and participating in a State 4-H Shooting Sports Training.
- Registered volunteers desiring to serve as a 4-H shooting sports coordinator and/or instructor, Level 1, must successfully complete the state 4-H shooting sports specific discipline training before instructing 4-H members locally. Each 4-H shooting sports discipline level 2 instructor reserves the right to not pass a person if he/she believes the participant is not ready to serve as Level 1 coordinator and/or instructor. Only one Level 1 discipline can be achieved at a single training.
- Local Extension unit 4-H programs must have a certified 4-H shooting sports coordinator and an instructor in the specific discipline/project to offer the 4-H shooting sports program, such as coordinator and archery instructor offering only archery.
- Level 1 coordinators and instructors will participate in continuing educational training when new materials or instructional methods are developed or have a goal of every seven years, to retain the Level 1 4-H shooting sports coordinator and/or instructor position.
- Adult volunteers (direct and indirect), over the age of 21, that have not completed the state 4-H shooting sports training to become a Level 1 instructor, cannot provide live fire, hands-on safety instruction without a Level 1 instructor present. Junior apprentices and apprentices must be in the presence and under the supervision of a Level 1 instructor to provide live fire, hands-on safety instruction.
- If the Level 1 discipline instructor (such as Level 1 shotgun) is NOT available for an activity involving live fire or hands-on firearm instruction, shooting instruction cannot happen. The meeting, practice, or activity should be canceled or a program not involving live fire or handling of firearms should be conducted.
- Liability insurance is purchased by Kansas 4-H for every 4-H shooting sports volunteer (coordinator, instructor, apprentice, junior apprentice and helper) who is enrolled in 4-H Online and volunteer screened when annual renewals are submitted. The coordinators, instructors and apprentices must be certified 4-H shooting sports, Level 1, and work under K-State Extension policies. The 4-H shooting sports coordinator and instructor renewal process should be conducted annually by filling out the annual report as designated.
- In the absence of a certified shooting sports coordinator and/or instructor, an individual may contact their local extension office who will initiate a process to see if a neighboring local Extension unit is

willing to serve in that role until a new local Extension unit volunteer can participate in and pass a certification training.

- Shooting Sports groups are highly encouraged to become officially Chartered 4-H Community or Project Clubs. The 4-H shooting sports program is not open for enrollment as a self-determined 4-H project or individual study/mentoring/family learning membership and must be supervised by a certified coordinator and instructor. A parent cannot serve as a project leader without 4-H shooting sports, Level 1, certification.
- 4-H shooting sports is open to all 4-H members who are ages 8 to 18 before January 1 of the current 4-H year and enrolled in 4-H Online through the local Extension unit 4-H program. No Cloverbud or 4-H member age 7 (before January 1 of the current 4-H year) are allowed to participate in the Shooting Sports Project.
- Competitive age for 4-H shooting sports state matches will be 4-H age 9 (before January 1 of the current 4-H year); however, local extension 4-H shooting sports program may offer a county fair or single county competitive event or non-competitive educational shooter clinic open to all enrolled 4-H shooting sports members.
- Eligibility to use firearms in the Kansas 4-H Shooting Sports Program is subject to the approval of the Level 1, 4-H shooting sports instructor. Participation in any discipline at any age, is based upon the 4-H member’s ability to follow instructions, adhere to safety rules, and physical capabilities.

The following table outlines the safety equipment which is required by disciplines. More strict requirements may exist in your local program or at 4-H competitions if described in the rules.

Discipline	Shoes covering feet; No holes	Ear Protection	Eye Protection
Archery	X		
Air Rifle	X		X
BB Gun	X		X
Small Bore Rifle	X	X	X
Air Pistol	X		X
Small Bore Pistol	X	X	X
Hunting Skills Shooting	X	X	X
Western Heritage	X	X	X
Shotgun	X	X	X
Muzzleloading	X	X	X

- The 4-H shooting sports instructor has the right to refuse any participant from taking part in a shooting sports activity in the interest of safety for the participants, others in the club, or public.
- Variance from the Kansas 4-H Shooting Sports policies and procedures will lead to the volunteer’s withdrawal of his or her 4-H shooting sports certification and a recommendation to the local Extension unit Extension Board to terminate the individual’s volunteer status.
- Accident insurance must be in place for all 4-H shooting sports members, coordinators and/or instructors before youth can handle firearms. 4-H members must be enrolled in 4-H Online to be eligible to have accidental insurance coverage. In the case of an event where those who are not enrolled in 4-H are attending or participating, a special event accident policy should be taken out by the local unit.

13.2: Minimum Standards for a Shooting Sports Program

The national minimum standards can be found at <https://national4hshootingssports.files.wordpress.com/2023/03/minimum-standards-best-practices-february-20232.pdf>.

- Kansas 4-H has adopted the National minimum standards and every local Extension unit program will adhere to these standards.
- The National 4-H Shooting Sports Curriculum is the established adult teaching curriculum for training adults to teach youth the shooting sports within the 4-H program.
- All instructors accept and abide by the National 4-H Shooting Sports Code of Ethics. <https://national4hshootingssports.files.wordpress.com/2020/01/n4hss-code-of-ethics-updated-january-2018.pdf>
- State, district, county, and club level 4-H shooting sports programs will have written risk management plans that include items such as emergency response and preparedness, insurance, safe storage of firearms and ammunition, state-level reloading policies, etc.
- All certified 4-H shooting sports instructors are a minimum of 21 years of age and have completed a state level 4-H shooting sports workshop in the specific discipline they will be teaching.
- To maintain certification as a 4-H shooting sports Level I or Level II instructor, one must teach or assist in instruction within the discipline certified at least once every three (3) years.
- Only factory ammunition is used at 4-H shooting sports competitive events.
- Simulated Combat Sports — Pointing any type of gun, including paint ball guns, air-soft guns, laser guns, laser paint-ball, archery tag bows and arrows, or sighting devices at any person or any humanoid shaped target is inappropriate in any 4-H program activity.
- Reactive Targets — Targets that make use of or are composed of (1) live ammunition, (2) explosives, chemicals, or flammable substances, or (3) pressurized containers are never to be used at any 4-H event or activity.
- Cloverbud-age youth are not allowed to participate in any shooting sports activity that includes the handling or live-fire of any air-guns, firearms, or archery equipment.

The Kansas 4-H Shooting Sports Program can be found at:

<https://www.kansas4-h.org/projects/natural-resources/shooting-sports/>

13.3: Eligibility to use Firearms in the Kansas 4-H Shooting Sports

- Shoes that cover the entire foot are required — no sandals or shoes with holes. Ear and eye protection are required by all participants and instructors whenever there is live fire with firearms. The range officer may ask spectators for specific disciplines to wear ear and eye protection.
- The 4-H shooting sports instructor has the right to refuse any participant from taking part in a shooting sports activity in the interest of safety for the participants, others in the club, or public.
- 4-H shooting sports coordinators, instructors, and local offices must have each 4-H member's enrollment/participation forms on file and in-hand for every 4-H shooting sports event.

13.4: Certification Training Requirements

- Completed the Kansas 4-H Volunteer Screening process and been approved as a registered volunteer including creating a 4-H Online profile with the local Extension unit. If volunteer status is denied at present or in future, coordinator/instructor certification is terminated. If reinstated, discipline training must be attended again.

- Volunteers must be recruited and recommended by local Extension unit agent(s) and local shooting sports coordinator(s)/instructor(s). Expected to have background or knowledge in discipline before attending training.
- Shooting Sports leaders must not have any felony convictions or hunting, fishing, or gun violations in the past five years.

13.5: Age Requirements

Three age levels for instructors are recognized by the Kansas 4-H Shooting Sports Advisory:

- Junior apprentice* — 4-H age 14 to 17 by training certification date.
- Apprentice instructor* — Age 18 to 20 by training certification date.
- Coordinator/instructor — Age 21 or older by training certification date.

**Junior apprentice and apprentice instructors shall be able to perform all duties of an instructor, but only under the direct supervision of an instructor.*

- Must participate and successfully complete an approved 4-H shooting sports training. Trainings from other states may be accepted on a case-by-case basis.
- If registered volunteer status is terminated by the local Extension Board, coordinator/instructor certification is revoked. The local Extension unit professional must notify the Kansas 4-H Shooting Sports Coordinator or 4-H Youth Development Specialist within 10 days of dismissing the volunteer.

13.6: Certification Annual Renewal

- For continuation with a 4-H shooting sports club, group, or program, a Level 1 coordinator and/or instructor must re-enroll in the local Extension unit 4-H program annually by updating their 4-H Online profile, submitting their annual volunteer renewal, and completing the Kansas 4-H Shooting Sports Reporting process.
- Three years of inactivity within the 4-H shooting sports program requires a Level 1 coordinator and/or instructor to repeat the Kansas 4-H Shooting Sports Training.
- Coordinator and/or instructor updates will be required of all Level 1 volunteers when new teaching materials become available or when the State 4-H Shooting Sports Advisory initiates a program change. Certified leaders are required to update every seven years. Failure to complete the required continuing education within a predetermined time-frame will result in cancellation of certification as a Level 1 coordinator and/or instructor.
- 4-H shooting sports training, renewal, and recertification information may be shared directly with coordinators and instructors and Extension professionals.

13.7 Reporting

All reports, forms, and registration must be completed by certified volunteers and submitted by date determined.

13.8 Kansas Firearms Laws

- Youth under age 18 in Kansas may possess and travel with a firearm, with parent or guardian permission, if they are practicing for a performance or competition for a non-profit (such as 4-H) practices and when traveling to and from the activity provided the firearm is secured, unloaded, and outside the immediate access of the youth.
- Possession of firearms at the minor's place of residence is also allowed, in so far that permission is granted by a parent or guardian.
- Kansas firearm laws place a strict focus on situations that involve people convicted of felonies and the involvement of firearms.

13.9: Kansas 4-H Shooting Sports Handbook

The Kansas 4-H Shooting Sports Handbook can be found at
https://bookstore.ksre.ksu.edu/pubs/kansas-4-h-shooting-sports-handbook_4H1101.pdf.



Section 14

4-H Cloverbuds

14.1: Cloverbud Program Principles

Cloverbuds groups that become an established club must follow Kansas 4-H Youth Development Policies.

14.1.1: Safe Environment

The 4-H Cloverbuds program must ensure the 4-H Cloverbuds members remain safe and have a positive, developmentally appropriate 4-H experience.

Best Management Practices

Before each activity, the adult and/or older teen leader must identify any potential hazards and avoid putting the 4-H Cloverbuds members at risk. 4-H Cloverbuds leaders should know and practice safety precautions and consult with the local extension agent concerning insurance coverage. American Income Life Insurance covers each registered member while they are participating or attending approved and adult-supervised group activities but does not cover children ages 5 and 6 with animal projects.

14.1.2: Activity-focused

A 4-H Cloverbuds member participates in noncompetitive, age-appropriate, properly supervised events or activities sponsored or conducted by another 4-H group.

Best Management Practices

The 4-H Cloverbud member should participate in group activities and cooperative experiences with the entire activity completed in one short session. 4-H Cloverbuds activities should use the 4-H Cloverbuds curriculum.

14.1.3: Cooperative Learning

The 4-H Cloverbuds program is based on cooperative learning. The 4-H Cloverbuds member is to participate in activities and opportunities where the member practices developmental skills, discovers talents, and learns about fairness in a nonjudgmental environment.

Best Management Practices

The 4-H Cloverbuds member should participate in group-type activities with cooperative experiences. Products made during the group activities may be showcased for public display or show-and-tell.

14.1.4: Cloverbuds Recognition

4-H Cloverbuds earn recognition based on participation. All 4-H Cloverbuds are, however, to receive the same recognition, meaning that placements and other competitive awards are not age appropriate.

14.2: Cloverbuds Program Structure

When implementing a 4-H Cloverbuds program, the local extension unit should consider:

- a. Recruiting interested persons for leadership roles.
- b. Encouraging teen leaders to serve in a leadership role.
- c. Organizing a county/districtwide group.
- d. Affiliated with a local 4-H club.
- e. Allowing 4-H Cloverbuds members to come to the regular 4-H club business meeting through roll call, then are released for a 4-H Cloverbuds activity in a separate area.
- f. Partnering with after-school or school-based clubs.
- g. Collaborating with civic groups and other youth organizations.

14.2.1: Supervision Ratio

A minimum of two adult leaders is required to start a 4-H Cloverbuds group. 4-H Cloverbuds group must have two (2) adults per twelve (12) children (ratio of 2:12). Adult volunteers must be screened and approved through the Kansas 4-H Volunteer Screening process.

Best Management Practices

Family involvement is typically one of the key components of the 4-H program. Because parents and/or guardians are a vital part of the development of their children, it is recommended that parents and/or guardians also attend the 4-H Cloverbuds activities to assist and support their child and the 4-H Cloverbuds group.

14.2.2: Cloverbuds Officers

4-H Cloverbuds groups may not conduct formal business meetings; therefore, they do not have officers. Children ages 5 and 6 are not developmentally ready to fulfill the responsibilities of a club office. A structured routine for the 4-H Cloverbuds group is, however, important when conducting Cloverbuds activities. Additionally, maintaining age appropriate activities for 4-H Cloverbuds is essential and therefore: No annual records are to be kept or submitted for judging.

14.3: Cloverbuds Financials

The 4-H Cloverbuds members do not manage money. The 4-H Cloverbuds member does not pay dues. The 4-H Cloverbuds leaders, volunteers, and parents will decide how group expenses will be handled.

Best Management Practices

For financial management purposes, 4-H Cloverbuds group finances may be handled by a sponsoring 4-H club or the local 4-H events council.

14.4: Coverbud Showcasing

14.4.1: Non-competitive

4-H Cloverbud exhibits can be showcased at fairs and public events, but a 4-H Cloverbuds member may not participate as a competitive exhibitor in traditional 4-H events. The 4-H Cloverbuds member may exhibit or showcase activity-related items from their 4-H Cloverbuds experiences at appropriate locations. The 4-H Cloverbuds member may not participate as a competitive exhibitor and is not eligible to receive premiums or awards in traditional 4-H events. The 4-H Cloverbuds member may receive a 4-H Cloverbuds ribbon.

14.4.2: Cloverbud Exhibits

The 4-H Cloverbuds member is encouraged to showcase a product, poster, or a notebook of 4-H Cloverbuds activities. Suggested locations include noncompetitive show-and-tell-type displays at local fairs, libraries, schools, 4-H Parents' Nights, 4-H Achievement Night, churches, community festivals, parades, etc. Pets cannot be included in overnight exhibits at the fair but may be used as show-and-tell.

A separate "4-H Cloverbuds" division should be created for showcase entries at the fair. 4-H Cloverbuds recognition ribbons may be given, but all members should receive the same ribbon to maintain the noncompetitive nature of the showcase. A show-and-tell type experience between the 4-H Cloverbuds member and an adult or older teen is encouraged to provide positive feedback on the entry.

Best Management Practices

Suggested 4-H Cloverbuds Fair Division:

- a) 4-H Cloverbuds may exhibit or showcase age appropriate activity related items from their 4-H Cloverbuds experiences.
- b) The 4-H Cloverbud may showcase a product, poster, or notebook for a show-and-tell type display.
- c) A 4-H Cloverbud may showcase a pet from the approved list during his/her show-and-tell. Pets cannot be included in overnight exhibits. No livestock can be exhibited.
- d) The 4-H Cloverbud may not participate as a competitive exhibitor and is not eligible to receive premiums or awards. A 4-H Cloverbud may receive a 4-H Cloverbuds ribbon or participation award.

14.4.2: Cloverbuds Pet Policies

The 4-H Cloverbuds member is allowed to showcase a pet from the approved list in accordance Cloverbuds pet policies. The 4-H Cloverbuds member may not own and/or show 4-H livestock.

- a. A 4-H Cloverbuds member may showcase a pet from the approved pet list.

Approved Pets:

- Amphibians — frogs, toads
- Ant Farms
- Cats
- Dogs
- Guinea Pigs
- Fish
- Gerbils
- Parakeets
- Rabbits
- Hamsters
- Mice
- Rats

- b. Wildlife cannot be allowed (in accordance with Kansas Wildlife and Parks policies and statutes).
- c. All pets must be caged, leashed, and/or contained as appropriate and manageable/under-control.
- d. A parent or guardian must be present with their child and pet at all times.
- e. Pets cannot be included in overnight exhibits at the fair but may be used as a show-and-tell activity or showcase.

Best Management Practices

The 4-H Cloverbuds member may showcase a product, poster, or notebook of 4-H Cloverbuds activities. Pets from the approved list can also be showcased.

Section 15

Federal and State Regulations

4-H Youth Development is a federally assisted program, and federal law requires that all programs, activities, events, and competitions (state, region, district, county, local, and national) be nondiscriminatory.

Kansas 4-H complies with all federal and state regulations. The following sections are taken directly from federal and state policy and requirements. More detailed information on Federal policy can be obtained from the National Institute of Food and Agriculture, United States Department of Agriculture webpage: <https://www.nifa.usda.gov/grants/programs/4-h-positive-youth-development>

USDA: <https://nifa.usda.gov/civil-rights-equal-employment-opportunity>

It is the obligation of the local extension board to assure that all 4-H clubs or groups within its jurisdiction are open and available to all youth, without exclusionary practices, and that all residents have access to 4-H youth development educational materials.

15.1: Social Security Contributions

The Social Security Act requires all charitable/educational organizations (unless specifically exempted) to make social security contributions for each employee who is paid \$100 or more in a calendar year. This includes employees of 4-H camps, fair assistants, and part-time paraprofessionals. The organization paying the individuals salaries is liable for the payment of Social Security taxes. For exceptions, check with your local Social Security office.

15.2: USDA Civil Rights Policy Statement

United States Department of Agriculture; Office of the Secretary; Washington, D.C. 20250

USDA Civil Rights Policy Statement

At USDA, we are recommitting ourselves to the values of equity, inclusion, and equal opportunity for each other and those we serve. As Secretary, I will work with our dedicated team to actively advance racial justice and equity for one another. We will do so by rooting out systemic racism and strengthening civil rights programs while building trust within and outside the Department, ensuring transparency and the equitable delivery of quality programs and services, and holding ourselves accountable toward meeting those goals. As a Department that operates with excellence in leadership, we must affirm and ensure USDA provides equal employment opportunity for all employees and applicants for employment, regardless of race, religion, color, sex (including pregnancy, gender identity and sexual orientation), national origin, age, genetic information, or disability. All employees have the freedom to compete on a fair and level playing field with equal opportunity for available employment and advancement opportunities. Equal employment opportunity covers all personnel/employment programs, management practices, and decisions, including recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation. These civil rights principles are more than employees' rights by law—they are core values at the USDA. USDA strives



to become a leader in EEO and a model employer. All USDA applicants and employees have the right not only to be free from harassment and discrimination but also to raise an allegation of harassment of discrimination and not fear reprisal. I will continue to enforce zero tolerance toward any form of workplace harassment. Agencies are required to respond to, address, and correct any harassing conduct before it becomes severe or pervasive. USDA will continue to quickly process complaints of harassment, discrimination, and reprisal and provide robust EEO training to all employees. I will hold all employees and managers accountable for doing their part to ensure all USDA applicants, customers, constituents, and stakeholders are provided equal access to all opportunities, programs, and services available through USDA. Accordingly, all senior leaders, managers, and supervisors must model values-based leadership and appropriate behavior, leading always by example, treating everyone with dignity and respect, and promoting an ethical, equitable, and inclusive culture. All employees must comply with EEO principles as we perform the Department's mission.

Thomas J. Vilsack

Secretary of Agriculture

Reference: <https://www.usda.gov/oascr/civil-rights-statements>

15.3: Religion and 4-H Youth Development Programs

The United States Department of Agriculture (USDA), which is home to the 4-H Youth Development Program, prohibits discrimination in all its programs and activities on the basis of all people equally, regardless of an individual's race, color, national origin, religion, sex (including pregnancy, gender identity and sexual orientation), disability, age, genetic information, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity (see "**15.2: USDA Civil Rights Policy Statement**" on page 63).

While affirming individual religious expression, 4-H programs must focus on education and not advance religion, promote one religion over others, or create the impression that 4-H is not open to participation by all.

If the scheduling of religious prayers, for example, reflects a secular purpose of setting a tone of solemnity prior to a meeting or meal, and the prayers are nondenominational or various prayers reflecting a variety of religious traditions are utilized, then this would be acceptable. 4-H programs may also engage in activities that neither advance nor inhibit religion, allowing moments of silence, for example.

Youth and families who may have a religious exemption that could prevent their participation in a 4-H program can make a formal request for an intake for religious accommodations through the State 4-H Office.

15.4: Title IX and 4-H Youth Development Programs

Title IX of the Education Amendments of 1972 (Title IX) proscribes discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance. Since Cooperative Extension 4-H Programs receive Federal financial assistance for education programs, they must adhere to USDA regulations prohibiting discrimination on the basis of sex.

Consistent with these regulations, no State Extension may have an exclusive or formally sex-segregated 4-H program. Although some individual 4-H clubs attract members of only one sex, this is the result of interests and choice. Sex should not be a requirement of membership. Sex-specific competitions and awards are not permissible under Title IX of the Educational Amendments enacted by Congress in 1972. This act states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance."

This means that the practice of arranging competitions or awarding trips or other awards, scholarships, etc. on the basis of gender categories is not acceptable in 4-H Youth Development Programs. In all cases, the requirements for competitions must provide equal access for all youth and must not be designed to create barriers to participation.

15.5: NIFA Guidance for Serving Persons with Limited English Proficiency (LEP)

4-H Programs should apply guidance found in the National Institute of Food and Agriculture (NIFA) Limited English Proficiency (LEP) Implementing Strategy for Federally Assisted Programs in order to provide meaningful access to programs and activities receiving federal financial assistance through NIFA and USDA, in compliance with Title VI of the Civil Rights Act of 1964. This guidance in this document can prepare programs to implement language assistance plans and to effectively communicate with LEP individuals with whom they interact.

The guidance recommends a series of factors to consider for assessing LEP persons' needs and for determining what reasonable steps must be taken to provide meaningful access for LEP persons. LEP services are to be provided at no cost to the LEP person. Refer to the guidance for more information.

See additional resources on this subject at our KSE Language Access Plan website
<https://www.ksre.k-state.edu/about/employee-resources/programming/civil-rights/access.html>

15.6: Equine Limited Liability Law

4-H horse activities should only be conducted in compliance with the “Assumption of Risk of Domestic Animal Activity”

http://www.kslegislature.org/li_2012/b2011_12/statute/060_000_0000_chapter/060_040_0000_article/060_040_0004_section/060_040_0004_k/

All horse events should post the following statement:

“WARNING Under Kansas law, there is no liability for an injury to or the death of a participant in domestic animal activities resulting from the inherent risks of domestic animal activities, pursuant to K.S.A. 60-4001 through 60-4004. You are assuming the risk of participating in this domestic animal activity.”

15.7: Kansas Extension County Law

For a more in-depth understanding of Kansas District and County Extension law please refer to the following: “Handbook for County Extension Councils and District Governing Bodies”:

https://bookstore.ksre.ksu.edu/pubs/handbook-for-county-extension-councils-and-district-governing-bodies_PM1.pdf

Additional National 4-H and Extension Committee on Policy (ECOP) related resources are available at <https://campus.extension.org/>

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