

**GREEN COUNTY 4-H PROGRAM POLICY** as of 5/2017

The Green County 4-H program policies are set up by the Green County 4-H Adult Leaders, Inc..  
 These county policies are to be followed by all clubs wishing to be a part of the Green County 4-H Program.

1. The Green County 4-H membership year is October 1 – September 30, and the Green County 4-H fiscal year is July 1 – June 30, as defined in Wisconsin 4-H policy.
2. **Membership** is open to all youth beginning in 5K (five-year-old Kindergarten) through one year beyond high school graduation and not to extend beyond the age of 19 as of December 31 of the enrollment year. (Example – a youth who turns age 20 on January 2<sup>nd</sup> of the enrollment year is eligible to participate, if not more than one year out of high school.)
  - a. Membership is open to all youth regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
  - b. Youth in 5K-2<sup>nd</sup> grades are eligible to enroll in the Green County 4-H program and participate in the 4-H Cloverbud Project, which is designed to meet the developmental needs of this age group. *Cloverbuds are valued members of the 4-H program and receive the same privileges as other 4-H members in club and county 4-H participation. However, youth participating as 4-H Cloverbuds in an event cannot earn premiums at the county fair, exhibit animals at public events nor participate in shooting sports activities for safety reasons.*
  - c. Youth in 3<sup>rd</sup> grade through one year beyond high school (13<sup>th</sup> grade) may select from any of the over 60 project areas offered in Green County 4-H.
3. **Enrollment:** 4-H clubs are encouraged to recruit members year around. Members may join at any time and receive **most** benefits. The primary enrollment period is September 1<sup>st</sup> – November 1<sup>st</sup>.
  - a. Enrollments must be completed on the 4HOnline website (<https://wi.4honline.com>).
  - b. Re-enrollments or new enrollments received after November 1<sup>st</sup> must be accepted by the local club, but are not eligible to exhibit at that year's Green County Fair.
  - c. 4-H members are to select their 4-H projects at the time of enrollment, but have until January 15<sup>th</sup> to add or delete projects. 4-H members must be enrolled in a project in order to be eligible to exhibit in that project at that year's Green County Fair.
  - d. A 4-H family moving into Green County after the November 1<sup>st</sup> enrollment deadline may transfer into a Green County 4-H club without losing their county fair exhibiting privileges for the current year. To do so, however, they must provide proof of current year 4-H membership and project enrollment in the county from which they came.
  - e. Youth may not hold 4-H membership in more than one county or state at the same time. Youth must qualify for participation in District, State, or National 4-H events through their county of membership. If any infraction is discovered, that member is not eligible for any Green County awards (i.e. Key Award, college scholarships, and trip scholarships).
4. **4-H Clubs:** An organized 4-H club must have at least 5 members from three or more families. Once a member has joined a club for the 4-H year (by the November 1<sup>st</sup> deadline), there is no switching of clubs within that 4-H year. If a 4-H family is dissatisfied with their 4-H club, they are free to re-enroll in another 4-H club during the fall re-enrollment period. (Sept.-Nov. time frame) Any specific issues, problems, or concerns with a local club should be directed to the 4-H Youth Development Educator. The Executive Board will address special circumstances on a case by case basis.
5. **Project Guidelines:** "Project" refers to the subject matter listed in the Green County 4-H Enrollment Guide (i.e. Woodworking is a project, while a birdhouse is an exhibit). It is recommended that first year members enroll in preferably 1 or 2 and no more than 3 projects. Other members should limit enrollments to a maximum of 6-8 projects. Leaders should limit their enrollments to 3 projects.
  - a. Project Changes: The individual member is responsible for making project changes (additions or deletions) in their 4HOnline account by January 15th and notifying his/her club organizational leader(s) of the change.
  - b. Exhibiting at County Fair: 4-H youth must be enrolled in the 4-H projects that correspond to the county fair departments in which the member intends to exhibit.

6. **4-H Member-in-Good-Standing Status:** A youth is required to have “Member-in-Good-Standing” status in order to be eligible to represent the Green County 4-H program as an exhibitor at a county or state fair, or to be eligible for recognition from Green County 4-H in the form of a county 4-H award, 4-H trip scholarship or 4-H college scholarship. A “member-in-good-standing” must:
- a. Be enrolled in 4-H as of November 1<sup>st</sup>, and paid dues by their November 4-H Club meeting date.
  - b. Attend at least 50% (1/2) of all club general meetings within the current 4-H year. For re-enrolling members this is calculated from the beginning of the 4-H year, September 1<sup>st</sup> to July 1<sup>st</sup>.
    - **Individual clubs may have more stringent attendance policies, of which members are expected to be made aware and follow.**
    - Young people in their last year of 4-H who have graduated from high school and who are enrolled in post-high school educational opportunities outside the area will be waived from the 50% attendance rulings. However, when home, these members should make every effort to attend scheduled project and club meetings.
  - c. Completion of record book requirement the previous 4-H year. (Either County Level or Club Level record book) **See below**: Note: This requirement applies whether or not a member exhibited at county fair.
7. **Record Book Requirements:** Record books provide a valuable educational opportunity for reflection, life skill development (including planning and record keeping), and recognition. Record book materials are available on the Green County 4-H Forms webpage at <http://green.uwex.edu/4-h-youth-development/4-h-forms/> or in print at the UW-Extension Office.
- a. **ALL Green County 4-H members in 3<sup>rd</sup> grade and older are REQUIRED to fill out a record book.** Youth have two (2) options to complete this requirement:
    - **County Level Record Book:** Youth who fill out the county level record book are eligible for county awards. These books are to be turned in to your 4-H club organizational leader at the club’s designated meeting date in August. Members nominate themselves for the awards they seek to earn. Club organizational leaders will then forward ALL County Level Record Books to the UW-Extension Office, which are due by the last Monday in August.
    - **Minimal Record Book or Club Approved Record Book:** Members who do not fill out a county level record book are to complete the minimal record book. Members are free to be creative with their record book in addition to the pages listed. 4-H clubs have the option to establish an alternative form of club level record book if desired. A club approved record book must be agreed and voted on by club membership and needs approval from the 4-H Youth Development Educator to proceed for the year. These books are turned in and accounted for also at the club’s designated meeting time (Mid-August). It is suggested that clubs establish a committee of volunteers to ensure this component of 4-H club work is being completed. Clubs are encouraged to recognize members for these books at the end of the 4-H year. **Note: Two clubs will be randomly drawn at the August Adult Leaders meeting and will need to submit their minimal records for a compliance check within two weeks of the drawing. Failure to submit may result in the loss of 4-H club charter certificate.**
  - b. Youth in the 4-H Cloverbud Project (5K-2<sup>nd</sup> Grade) are strongly encouraged, but not required, to complete a 4-H Cloverbud Record Book. All 4-H Cloverbud Record Books will be recognized at the county level, if submitted by the 4-H Club Organizational Leader to the UW-Extension office by the last Monday in August.
9. **Adult Leaders & Volunteers:**
- a. All adult leaders must complete the Youth Protection Process before working with youth.
  - b. Adult volunteers serve at the request of UW-Extension; that request can be withdrawn at any time.
  - c. Enrolled 4-H Volunteers must offer or contribute to a minimum of 1 face to face (club or county) meeting or activity with 4-H members annually. 4-H leaders will need to report their activity annually to the UW-Extension Office by the last Monday in April. The form must document how they have or will fulfill this requirement prior to county fair. Failure to offer 4-H project meetings or activities will result in leaders not receiving their reduced price fair pass for the Green County Fair.