4-H

WASHINGTON STATE UNIVERSITY
EXTENSION

4-H POLICY AND PROCEDURE HANDBOOK

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1. Introduction

Positive youth development programs engage youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youth'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.

1.1. What is 4-H?

The 4-H Youth Development Program is the youth outreach program from the land-grant universities, Cooperative Extension Services, and the National Institute of Food and Agriculture (NIFA) of the United States Department of Agriculture (USDA). Since its inception, 4-H has emphasized the importance of young people being engaged, well-informed citizens. By connecting to their communities and community leaders, youth understand their role in civic affairs and expand their role in decision-making processes. 4-H is the largest out-of-school youth organization in the United States, with over seven million youth members, and is a national leader in health-related educational issues including nutrition, physical activity, safety, social-emotional health, and the prevention of drug and alcohol use. Science programs prepare youth for the challenges of the 21st century by engaging them in a process of discovery and exploration through direct access to the latest technological advances in agriculture, life sciences, family, and consumer resources management and human development.

4-H is led by a unique private-public partnership of the Cooperative Extension System; land-grant universities; federal, state, and local government agencies; and foundations. These partners work together to provide rich educational content and curricula, resources in cutting-edge technology, insight into the latest national issues, and innovative thought-leadership.

As Washington State's land-grant university, Washington State University (WSU) Extension in the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) provides oversight of the Washington State 4-H Youth Development Program. WSU Extension is charged with providing positive youth development expertise and resources in research and evaluation, professional development, learning, and engagement to young people and adults throughout Washington's 39 counties, tribal nations, cities, and towns. WSU Extension faculty and staff guide dynamic, non-formal, educational program delivery and engage adult volunteers who serve as club or project leaders or sit on committees and boards.

The 4-H Youth Development Program influences youth from all ethnic, racial, and socio-economic backgrounds who live in rural, suburban, and urban communities by helping them develop knowledge, skills, and attitudes that will enable them to become productive and contributing members of society.

Articulating a statewide WSU Extension 4-H Youth Development Program policy is essential for all partners to work toward a program that focuses on positive youth development.

1.2. 4-H Lore

1.2.1. Washington State 4-H Mission Statement

4-H youth development education creates supportive environments for all youth and families to reach their fullest potential.

1.2.2. 4-H Vision

The WSU Extension 4-H Youth Development Program helps to develop young people into productive citizens who are engaged in positive change, meeting the needs of a diverse and changing society.

1.2.3. 4-H Educational Philosophy

The phrase "Learning by Doing" sums up the educational philosophy of the 4-H program. Young people learn best when they are involved in their learning.

1.2.4. 4-H Pledge

The pledge tells what 4-H is about. The ideals of 4-H are the four-fold development of youth: Head, Heart, Hands, and Health. The pledge was 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.

1.2.5. 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.

1.2.6. 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. "Using the 4-H Name and Emblem"

1.2.7. 4-H Emblem

The 4-H name and emblem are intended to represent the ideals of the program with its focus on Head, Heart, Hands, and Health. Today, it is one of the best-known and most valued images emblematic of more than a century of 4-H achievement.

The 4-H emblem is not a plain four-leaf clover. The official 4-H emblem is a clover with four leaves and an "H" on each leaf. The clover's stem must point to the right as you look at the image. The 18 USC 707 notice is part of the emblem.

1.2.8. 4-H Creed

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the ability it will give me to be helpful, useful, and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my State, and my community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

2. Washington 4-H Policy

2.1. Using the 4-H Policy and Procedure Handbook

The 4-H Policy and Procedure Handbook is an established set of rules, recommended guidelines, and implementation procedures for 4-H professionals to utilize as they provide leadership for 4-H Youth Development work and programming at various levels within the organization. Throughout this document, the words Cooperative Extension are used when quoting Extension policy and legislation at the federal level. When federal language is used in this document, it is copied verbatim from the 4-H National Headquarters, NIFA, USDA website.

2.1.1. Interpretation of Washington 4-H Policy

Interpretation of this policy is at the discretion of WSU Extension. The reader should not assume that the contents of this document are all inclusive and should note that other relevant WSU policies and laws not stated in this document still apply.

2.2. The 4-H Policy

The WSU Extension 4-H Youth Development Program Policy provides a consistent framework for 4-H programs throughout the state. The WSU Extension 4-H Youth Development Policy is a guide for the management of these 4-H programs in Washington State. Policy is created to ensure that 4-H programming is consistent, fair, and legal.

2.2.1. Failure to Follow Policy

Failure to follow policy could result in the loss of authorization to use the 4-H name and emblem or potential dismissal from the 4-H program as deemed appropriate by the local WSU 4-H faculty in charge and WSU Extension administration.

2.2.2. Accountability to the Policy

All WSU Extension faculty, staff, volunteers, parents, and youth must adhere to these policies.

2.3. County Versus State Policy

Policies of the local 4-H county office and local 4-H Council will not contradict, violate, or supersede the WSU Extension 4-H Youth Development Program or National 4-H policies.

The following questions will determine if county policies are consistent with the WSU Extension 4-H Youth Development Program and National 4-H policies:

- Does the rule contradict state and/or National 4-H policy?

- Does the rule discriminate against a 4-H member or volunteer?
- Does the rule honor the role of 4-H as the premiere youth educational organization?

2.3.1. What is Policy?

Policy or guidelines help support positive youth development. Policy and guidelines focus on the entire program, while rules are specific in nature. Policy and guidelines incorporate the vision and mission of the WSU Extension 4-H Youth Development Program, are broad in scope and design, and provide a working framework for program issues and concerns. Policies and guidelines support the educational goals of the 4-H program and ensure fairness and equity.

2.3.2. What is a Rule?

Rules are specific, reasonable, and provide logical consequences. They are brief and clear, easily accessible in a written format, and involve youth in their development. By involving them in the formation of rules, youth attain ownership, acceptance, and insight regarding those rules.

Rules support the educational goals of the 4-H program and may be modified by 4-H staff to uphold those goals.

There are two types of rules:

- Educational rules, which serve a developmental purpose. An example is "the junior division is for ages 8 to 10 years of age."
- Management rules, which help to coordinate activities and events. An example is "November 1st is the deadline for an award application."

2.4. 4-H Non-Discrimination Statements

The following non-discrimination statements shall be placed on all printed and web-based 4-H correspondence, materials, and publications:

> WSU Extension programs, employment, and volunteer service are available to all without discrimination (See WSU Executive Policy #15). Concerns regarding potential discrimination may be reported through your local Extension office or directly to the WSU Office for Equal Opportunity, web: oeo.wsu.edu, email: oeo@wsu.edu, phone: 509-335-8288.

In addition, the following statement must be used in notifications of events:

> Persons with disabilities who require alternative means for communication or program information or reasonable accommodation should contact [**name of contact**] at [**address, telephone number, e-mail address**] at least two weeks prior to the event.

2.5. Policy Determination in WSU Extension 4-H Youth Development

For the WSU Extension 4-H Youth Development Program, a Policy Review Team will bring forth recommendations to the WSU Extension 4-H Program Leader.

3. 4-H Eligibility

3.1. Age Requirements

The WSU Extension 4-H Youth Development Program abides by the nondiscrimination policies of WSU and the USDA. 4-H is open to all youth between the ages five (5) and nineteen (19) (4-H Age), regardless of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability, including disability requiring the use of a trained service animal; genetic information; and/or status as an honorably discharged veteran or member of the military as determined by the following age criteria:

- 4-H Age is determined by October 1st of the current 4-H year.
- Youth who have reached their 5th birthday (before October 1st of the current 4-H year), through those who have not reached their 19th birthday (before October 1st of the current 4-H year).

  Exception – For the 2016–2017 4-H Year, those 4-H members who are in 12th grade or who have not reached their 19th birthday before (January 1, 2017) may enroll in the 4-H Program through their local county faculty.

- The following groups are identified for special programs and activity participation, including all competitive events/activities, within the WSU Extension 4-H Youth Development Program:
  - Cloverbuds: 5 to 7 years of age
  - Junior: 8 to 10 years of age
  - Intermediate: 11 to 13 years of age
  - Senior: 14 to less than 19 years of age
- Cross-age division competitive events are not allowed.
- Members must have reached their 8th birthday by October 1st of the current 4-H year to be eligible for:
  - Competitive situations, including livestock shows or sales
  - Enrollment in large animal projects including beef, dairy, goat, equine, sheep, llama, and swine
  - Enrollment in shooting sports projects
  - Enrollment in projects using motorized vehicles
  - Enrollment in food preservation projects
- Cloverbuds may participate in age-appropriate activities and projects. Projects recommended for Cloverbuds youth may include: Dog, Cat, Poultry, Rabbit, Pygmy, or Miniature Goat, Horseless Horse, Cavy, Exploring the World of Small Animals, Exploring Farm Animals, Discovery, Creative Arts, Performing Arts, Aerospace, Bicycle, Computer, Photography, Clothing, Just Outside the Door, and Exploring 4-H. Cloverbuds may not participate in competitive activities.

- Special Education youth, older than 19 and less than 21 years of age, may enroll with the approval of the WSU Extension 4-H faculty.
- Youth that are married and/or youth that are parents are allowed to participate in all activities within the 4-H program.

4. Enrollment

4.1. Enrollment

WSU Extension faculty and/or staff oversee enrolling youth participants and adult volunteers into the WSU Extension 4-H Youth Development Program.

4.1.1. Members

For members, this enrollment includes completing an enrollment using 4HOnline, selecting projects, and meeting other county expectations (i.e., paying fees). If you need accommodations regarding enrollment, please contact your county office for assistance.

4.1.2. Volunteers Continuing Their Service

For volunteers, this enrollment includes completing an enrollment using 4HOnline, selecting projects to lead, and meeting other county expectations (i.e., paying fees).

4.2. Enrollment Period

The WSU Extension 4-H Youth Development Program year is October 1 through September 30. Youth may enroll in 4-H at any time. They will be eligible to use curricula and participate in club meetings, workshops and day camps, etc. However, selected events, such as the county fair and certain project areas, may have specific enrollment deadlines for participation. These deadlines must be met for participation.

4.3. Enrollment Participation Requirement

Individual 4-H members must be enrolled through the county Extension office in order to participate in functions.

4.4. Primary County and Cross-County Participation

The county of residence is the primary county for 4-H enrollment. Youth are encouraged to enroll in their home county. A 4-H member cannot be enrolled in the same project in two different counties at the same time. Bordering counties may determine local guidelines for cross-county enrollment, with notification to the WSU Extension 4-H Program Leader.

4.5. Request to Transfer Enrollment or Changes in Residence

When 4-H members/participants who are in good standing move to another county and/or state, enrollment and participation may be transferred to the new Extension office upon request of the 4-H family. Enrollment fees, if applicable, will be reviewed by WSU Extension faculty and staff and may be prorated based on the date of the transfer. Records transferred into the county will be accepted and considered as a part of the individual's achievement records. 4-H members meeting the 4-H enrollment regulations

in the Extension Unit they have transferred to are eligible to participate in respective WSU Extension Unit's 4-H Youth Development Program events.

4.6. Media Release Form

A signed Media Release Form is required to use a 4-H member's name or photograph in any 4-H publication, ad, news article, or website. 4-H parents/guardians must update this release form annually as part of the re-enrollment process. At minimum, this release statement should be used on all 4-H enrollment and re-enrollment forms for both members and leaders.

4.7. Consent to Participate in Impact Studies

Following 4-H events and programs, youth may be asked to voluntarily participate in a 4-H evaluation to assess educational impact and life skill development gained from 4-H participation. Information gained will be utilized to help improve the WSU Extension 4-H Youth Development Program. There should be no known risks associated with these assessments. All information obtained will be reported as aggregated data.

Studies beyond program improvement surveys and those where results will be published must be submitted to the Office of Research Assurances for approval. Annual Faculty and Staff Performance Reports are not considered published.

4.8. Enrollment Fees

Funds may be collected to cover program costs, including but not limited to, supplies and materials, and conference or event fees. Clubs/counties may charge a nominal fee for program operation. However, it is strongly encouraged that financial support be available for those in need.

4.9. Member in Good Standing

A 4-H Member in Good Standing is defined as an individual currently enrolled in a 4-H Club and in at least one 4-H Project, who complies with the 4-H Member Code of Conduct and club and local requirements for participation in the 4-H Program.

4.10. Member Reasonable Accommodation

The federal regulations state: "Shall provide auxiliary aids to persons with impaired sensory, manual, or speaking skills, where necessary to afford such persons an equal opportunity to benefit from the services." WSU Extension is under this mandate to provide the services and assistance necessary. 4-H participants may require special accommodations in order to attend a 4-H event/program. WSU Extension is required by law to make a reasonable effort to provide such accommodation.

5. Methods of Participation

5.1. 4-H Classification

Youth are classified for reporting purposes as a contact, a participant, or a member based on the length of involvement and commitment to the program. Youth may participate in 4-H through a variety of program delivery modes, including organized 4-H clubs, 4-H special interest or short-term programs, 4-H camping programs, 4-H school enrichment programs, 4-H individual study/mentoring/family learning programs, school-aged child care education programs, and instructional TV/video/internet programs.

5.1.1. 4-H Contact

Individuals that come in contact with the 4-H program through office visits, recruitment efforts, exhibits or displays, ceremonies, etc., but are not inputted into the 4-H enrollment management system.

5.1.2. 4-H Participant

Any youth taking part in programs provided as a result of action by WSU Extension 4-H personnel (faculty, staff, and volunteer). This includes youth participating in programs conducted through 1862, 1890, and 1994 land-grant universities, family and consumer science (FCS) programs, and other programs which may not actually use the 4-H name and emblem with participants.

5.1.3. 4-H Member

Any youth who has completed individual enrollment in an organized, ongoing local 4-H unit and is aware of their involvement in 4-H.

5.2. 4-H Delivery Modes

5.2.1. Organized 4-H Club

A 4-H club is an organized group of youth, led by a certified 4-H volunteer, with a planned program that is carried on throughout all or most of the year. 4-H clubs may meet in any location and will have elected youth officers or youth leaders and a set of bylaws approved by the membership to govern the club. These clubs have an official signed 4-H Charter and abide by the WSU Extension 4-H Youth Development Program's non-discrimination policies.

- Community clubs typically meet in the evenings or on weekends and offer self-selected learning experiences and activities.
- In-school clubs meet during school hours and have officers and planned activities beyond school enrichment.
- 4-H after-school clubs are organized within child care settings and include officers and planned activities.

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

5.2.1. Special Interest/Short-Term Programs

A Special Interest/Short-Term Program is a group of youth meeting for a specific learning experience that involves direct teaching by WSU Extension faculty, staff, or trained volunteers, including teachers. The program is not part of school curriculum.

5.2.2. 4-H Camping

4-H camping involves youth taking part in a WSU Extension-planned educational experience of group living in the out-of-doors.

5.2.2.1 Overnight camping includes being away from home at least one night (resident, primitive, or travel camping).

5.2.2.2 Day camping consists of multiple-day programs, with youth returning home each evening.

5.2.3. School Enrichment

School Enrichment programs provide youth groups a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. Direct teaching is done by WSU Extension faculty, staff, or trained volunteers, including teachers.

5.2.4. Individual Study/Mentoring/Family Learning

Individual Study/Mentoring/Family Learning are planned learning that occurs independently of a formal group setting as an individual, paired, or family learning effort. Examples include self-study, home study courses, advanced placement courses, mentoring or shadowing with an "expert," and families learning together. NOTE: This type of 4-H experience is not eligible for tax-exempt status; therefore, no donations of any monies/gifts can be accepted.

5.2.5. School-Aged Child Care Education

School-Aged Child Care Educational programs are offered to youth outside of school hours, usually in a school or other community center and incorporating 4-H curricula. The primary purpose is to provide care for youth while parents are working or unavailable.

5.2.6. Instructional TV/Video/Web Programs

Instructional TV/Video/Web Programs are learning experiences through Extension via technology.

5.3. Program Year

The 4-H program year is October 1 through September 30.

5.4. Contact Hours

4-H enrollment constitutes a minimum of six hours of contact throughout the 4-H year.

6. 4-H Club Standards

The majority of the information in this section is from a National 4-H Fact Sheet "What is a 4-H Club?"

6.1. 4-H Club Definition

The WSU Extension 4-H Youth Development Program and the 4-H National Headquarters 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.

6.2. The Club Purpose

The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity—the Essential Elements—and to foster educational opportunities tied to the land-grant university knowledge base.

6.3. Structure of a 4-H Club

- Enrolls at least 5 youth members from at least 3 families
- Conducts a minimum of 6 regular club meetings per year, with many holding 9–12 regular meetings throughout most or all of the year, and often supplemented by project meetings, camps, fairs, and other 4-H learning activities
- Selects youth officers or youth leaders to provide leadership to the club
- Provides youth involvement in leadership and decision-making
- Has written operating guidelines, bylaws, or a constitution approved by members to govern the club or group
- Meets in any location—a home, community center, military installation, library, public housing site, school, afterschool program, and/or many other places that are agreeable by the club
- Submits a written program of work to the WSU Extension county office for the current 4-H year
- Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats
- Enrolls any youth eligible for 4-H membership, regardless of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental or sensory disability, including disability requiring the use of a trained service animal; or genetic information
- Is advised by certified 4-H volunteers who have been screened and trained
- Follows all financial policies, guidelines, and practices

6.4. 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); Calvert 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
- Are not offensive or generally seen as demeaning to any group protected by equal opportunity regulations

6.5. 4-H Club Charter

A 4-H club must be chartered by 4-H National Headquarters at the USDA and the WSU Extension 4-H Youth Development Program in order to be recognized as part of 4-H and to be authorized to use the 4-H name and emblem. The Club Charter identifies a group as an organized 4-H club and is authorized to use the 4-H name and emblem for educational purposes. Charters stay with the club as long as it is in existence. All clubs are expected to operate within the chartering framework and utilize best practices of positive youth development. The charter does not have to be renewed when leaders change or minor revisions are made in the club structure (i.e., the club changes from a community club to a project-specific club). The New 4-H Club/Charter Application is to be completed by all new clubs.

6.6. 4-H Club Constitution and Bylaws

All clubs are to function formally through a constitution and bylaws. 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 WSU Extension county office. Please contact your WSU Extension county office for a constitution and bylaws template.

6.7. Club Dissolution

If a 4-H club/group would like to disband/dissolve, please contact your local county 4-H office for the proper procedure.

7. 4-H Volunteers

7.1. Volunteer Defined

A volunteer is someone who devotes his or her time gratuitously to the WSU Extension 4-H Youth Development Program without expectation of pay or benefits. Volunteers serve at the pleasure and privilege of WSU and are considered "at will" individuals and may be dismissed at any time. Volunteers are positive role models and mentors. WSU Extension 4-H Volunteers include adults in leadership and support roles.

7.2. Age Requirements for 4-H Volunteers

The age requirement for a 4-H Volunteer to be certified is 19 years of age and not enrolled as a 4-H member. Enrolled 4-H youth members may assist through the 4-H Leadership Project and by enrolling as a Youth Leader. Youth Leaders will be under the direction of a WSU Extension Youth Development Program 4-H Certified Volunteer.

7.3. Types of 4-H Volunteers

The WSU Extension 4-H Youth Development Program recognizes the leadership and service of all types of 4-H volunteers. There are three types of WSU Extension 4-H Youth Development Program Volunteers:

7.3.1. WSU Extension 4-H Youth Development Program Certified Volunteers

WSU Extension 4-H Youth Development Program Certified Volunteers have completed the WSU Extension 4-H Youth Development Program Volunteer screening process and are officially designated as representatives and leaders of the 4-H program. They supervise and direct county and club 4-H programs and projects. They work under the direction of WSU Extension personnel to ensure that the objectives and standards of the WSU Extension 4-H Youth Development Program are met. Examples of WSU Extension 4-H Youth Development Program Certified Volunteers are:

- General/Organizational Leader: assumes primary responsibility for a club/group
- Project Leader: leads a specific project or curriculum within a club/group
- Activity Leader: gives leadership to an event or activity within a club or short-term group
- 4-H Service Leader: works with other 4-H leaders in an area or county to promote 4-H, helps new clubs get started, and recruits and trains new leaders
- 4-H County Program Leader: works with other 4-H leaders in an area or county to help with a specific project or activity

If a person is volunteering time and expertise to the 4-H program and/or are in contact with youth on an ongoing basis during regularly scheduled meetings, then

this person needs to be a reported WSU Extension 4-H Youth Development Program Certified Volunteer.

7.3.2. Resource Volunteers

Resource Volunteers provide educational and resource services for 4-H youth and certified volunteers under the guidance and direct supervision of a WSU Extension 4-H Youth Development Program Certified Volunteer or WSU Extension personnel. 4-H Clubs are required to have some form of documentation showing that the individual provided educational and resource services. At any time, WSU Extension has the right to require a Resource Volunteer to complete any part of the Volunteer Application Process. WSU Extension also has the right to require a Resource Volunteer to become a WSU Extension 4-H Youth Development Program Certified Volunteer if he or she volunteers an excessive amount over the course of a year. Resource Volunteers are expected to adhere to the Washington 4-H Adult Code of Conduct.

7.3.3. 4-H Collaborators

4-H Collaborators work or volunteer for other agencies and partner with the WSU Extension 4-H Youth Development Program to utilize 4-H programs and/or curricula in their programs. They are expected to provide appropriate reporting and updates to their supervising WSU Extension 4-H faculty. Generally, these types of volunteers participate in School Enrichment, Military programs, etc.

7.4. Volunteer Application Process

Potential WSU Extension 4-H Youth Development Program Certified Volunteers must start the application process by signing and completing the WSU 4-H Volunteer Application Form (Part A), background check (Part B), and reference form. All new WSU Extension Certified Volunteers who work with youth, including host family members and chaperones, will be screened through a background check and reference process. Rescreening may be conducted at any time. The local WSU Extension 4-H faculty, staff, and/or WSU Extension 4-H Program Leader reserve the right to reject any applicant. The WSU Extension 4-H Youth Development Program requires a minimum level of training for certifying volunteers. The following elements are required components of the WSU Extension 4-H Youth Development Program Certified Volunteer certification process. They must all be completed and documented before the volunteer is considered certified.

- Submit a signed and completed WSU 4-H Volunteer Application Form (Part A), background check (Part B), and reference form to the WSU Extension County Office
- Provide a required minimum of three references

- Participate in an interview with the WSU Extension 4-H faculty, staff, or authorized representative face-to-face, by phone, or through other technology that allows participants to be heard verbally
- Complete the Four Western Region e-learning modules
- Complete the Child Protection e-learning module
- Register as a volunteer within 4HOnline system and complete all authorization forms
    - Complete and sign the Adult Valuable Partnership Agreement in 4HOnline
- Receive a login for the WSU Volunteer Hours Database
- Complete any other items as required specific to your county including any New Volunteer Training

At any point in time, the certification process may be terminated by the WSU Extension 4-H faculty. If the potential volunteer does not complete the certification process in one (1) year or less and/or references are not received within that same one (1) year period, then the potential applicant will be notified of the termination process. If a potential volunteer does not sign and/or if they alter any form and then sign, the application can be terminated.

7.4.1. References

Three references are requested with two being necessary for completion of the application process. At least two references must be from a person over the age of eighteen (18). One reference may be from a person under the age of eighteen (18). Youth are allowed to provide a reference for an adult interested in being certified.

7.4.2. Background Check

All background checks will be processed by a WSU Extension faculty/staff or public affiliate. Under no circumstances will a background check be run by a WSU Extension Volunteer or a Certified 4-H Volunteer.

7.5. Enrollment

WSU Extension 4-H Youth Development Program Certified Volunteers must enroll annually within 4HOnline to maintain their active status and to continue fulfilling their volunteer role. Volunteers are required to read, sign, and abide by the 4-H Code of Conduct and Valuable Partnership Agreement annually.

7.6. Volunteer Requests for Transfer of Certification Files

Individuals who have gone through the WSU Extension 4-H Youth Development Program Volunteer Certification process and are certified as a 4-H volunteer and are in good standing within the Program, may transfer their certification to another county within Washington.

WSU Extension 4-H Youth Development Program Certified Volunteer files are confidential and kept in a locked cabinet within the WSU Extension County Office

where they primarily volunteer and/or within 4HOnline. Their place of residency does not establish their venue for volunteering. WSU Extension 4-H Youth Development Program Certified Volunteers who physically move from one county to another may request for their 4-H Volunteer Certification file to be transferred. WSU Extension 4-H Faculty will review the file and determine appropriate placement based upon program availability. It is at the discretion of the WSU Extension 4-H Faculty member in the new county to determine if the volunteer will need additional training.

WSU Extension 4-H Faculty or staff are requested to inform the WSU Extension 4-H Faculty or staff in the county impacted with any changes of residence of a Certified 4-H Volunteer. The Certified 4-H Volunteer must maintain their status as a Certified 4-H Volunteer in the county where the file is kept and meet those requirements, such as annual enrollment. Certified 4-H Volunteers who are dismissed as a volunteer in one county may not transfer their file to another county.

7.7. Fees for Service by Volunteers

Volunteers may not charge for their personal services while acting in their official capacity. They may with prior approval of WSU Extension 4-H Faculty or staff, however, recoup actual expenses for educational materials provided to clientele if the volunteer made the initial purchase.

7.8. Product Endorsement or Implied Endorsement

The affiliation of a WSU Extension 4-H Youth Development Program Certified Volunteer with a commercial activity or commercial product in a manner that implies WSU Extension or WSU endorsement is prohibited.

7.9. Special Certifications

Volunteers for select roles or positions (i.e., Shooting Sports Leaders and Food Preservation) will be required to attend certification training. All WSU Extension 4-H Youth Development Program Certified Volunteers are highly encouraged to attend programs and/or receive additional training that will help them become a successful volunteer. Additional required training may arise as new programs and situations dictate.

7.10. Reporting Volunteer Hours

By policy, volunteers are required to report their hours through the WSU Extension Volunteer Hours Database for all services provided within the WSU Extension 4-H Youth Development Program.

- Volunteers will receive a log-in for the database upon enrollment
- Volunteers who do not have Internet access can contact the county office to identify an alternative method for reporting volunteer hours

7.11. Volunteer Liability

WSU Extension 4-H Youth Development Program Certified Adult Volunteer Leaders and Resource Volunteers are protected under the state of Washington tort claims law, RCW 4.92.060, for acts or omissions while performing, or in good faith purporting to perform, their official duties. All WSU Extension 4-H Youth Development Program Certified Adult Volunteer Leaders must individually enroll through the County Extension Office and report their hours in order for WSU to assume responsibility for liability protection for adult volunteers.

7.12. WSU Extension 4-H Youth Development Program Certified Volunteer Expectations and Responsibility

WSU Extension Faculty and Staff are responsible for enforcing these agreements to ensure the safety and well-being of all participants and preserve the integrity of the WSU Extension 4-H Youth Development Program. Please reference the following documents:

- Washington State University 4-H Youth Development Program Policy
- Specific County 4-H Youth Development Program Policy
- Adult Valuable Partnership Agreement

7.13. WSU Extension 4-H Faculty/Staff and Volunteer Relationship

In each county, WSU Extension 4-H Faculty and/or staff are ultimately responsible for the 4-H program, participants, and volunteers. Consequently, all work and decisions of the 4-H Advisory Committees and Councils are advisory to the WSU Extension 4-H Faculty and/or staff. The WSU Extension 4-H Faculty and/or staff are responsible for enforcing the 4-H Code of Conduct and Valuable Partnership Agreement to ensure the safety and well-being of all participants and preserve the integrity of the WSU Extension 4-H Youth Development Program.

7.14. Being a 4-H Volunteer is a Privilege, Not a Right

Volunteerism is crucial to the success of the WSU Extension 4-H Youth Development Program. Volunteering with youth and other adults in the WSU Extension 4-H Youth Development Program is a privilege and responsibility, not a right.

7.14.1. Investigation

Whenever unacceptable behavior is observed and/or reported, the WSU Extension 4-H Faculty and/or staff may conduct an investigation into the alleged incident and should complete a Conduct Documentation Form. After receiving a Conduct Documentation Form or during any investigation, WSU Extension may place a volunteer on suspension.

7.14.2. Corrective Action

If after a Conduct Documentation Form and investigation have taken place, behavior has been determined to be in violation of the Washington 4-H Adult Code of Conduct, Adult Valuable Partnership Agreement, state and federal law, or polices set forth by the WSU, state, and county 4-H policies, corrective or disciplinary action may occur. Corrective actions may be imposed by the WSU Extension 4-H Faculty and/or staff.

7.14.3. Disciplinary Action

Disciplinary Action is a formal action taken when corrective measures fail to correct the problem or the seriousness of the offense warrants more formal or immediate measures. Volunteers are considered "at will" individuals in the state of Washington and can be dismissed without cause.

8. Activities and Events

8.1. Who Can Attend

Activities and events are open to all youth who meet the eligibility requirement for a specific event or activity.

8.2. Chaperones

A chaperone is someone who will have independent supervision of a 4-H youth/member overnight. For state events, chaperones must be 21 years of age. For regional or national events, chaperones must be at least 25 years of age. All chaperones must be enrolled and certified 4-H volunteers who have successfully completed the screening process. The expected adult to youth ratio is 1:10.

9. Animal Management and Ownership

9.1. Care to Animals

When participating in the Washington State 4-H Youth Development Program, individuals must provide humane treatment and care to animals. Cruel or negligent treatment and handling will not be tolerated, and must be reported to appropriate staff.

9.2. Illegal Substances in Animals

The use of illegal drugs and/or the improper use of animal health products or foreign substances will not be tolerated in the Washington State 4-H Youth Development Program. Extension personnel, 4-H volunteers, families, youth, and fair/show officials have a legal and moral obligation not to misuse these products. We have the responsibility to tell others not to use these substances and report those who do use any illegal substance. The administration of any drug or medication which could affect an animal's disposition or performance, resulting in an unfair advantage, is unacceptable. Additionally, there are federal penalties for using illegal substances in animals that are going into the nation's food supply.

9.3. Animal Ownership

4-H members in Washington State need not own their 4-H project animals. Members may lease a market animal if it is not to be sold at a junior livestock auction.

It is not a requirement that a 4-H member exhibit their project animal.

9.4. Showmanship

Showmanship is a required educational activity for each species of animal shown in 4-H classes at community fairs, county fairs, State 4-H Fair qualifying events, youth shows, and the State 4-H Fair. Showmanship must be a part of each 4-H member's annual experience.

9.5. Joint Care of One Animal

Two 4-H members may jointly care for and show one animal. These two 4-H members may not compete against each other.

9.6. Animals Under the 4-H Member's Regular Care and Management

Animals must be under the 4-H member's regular care and management for the following periods of time prior to the official county exhibit activity, including junior livestock shows:

- Breeding Beef: 90 days
- Cats: 60 days
- Cavies: 45 days

- Dairy (except Dairy Heifer Replacement): 90 days
- Dairy Heifer Replacement: 60 days
- Dogs: 60 days
- Equine: 90 days
- Goat: 60 days
- Llama: 90 days
- Market Beef: 120 days
- Rabbits and Poultry: 45 days
- Sheep and Swine (Breeding and Market): 60 days

Animals raised by the 4-H member from birth or hatching are exempt from the minimum time periods.

9.7. Showing Horned Animals

- Market steers must be polled or dehorned; healed horns or re-growth must not extend more than two inches from the hairline. Horned breeding animals must have the horn tips covered as a safety precaution.
- Horned, non-dairy goats or sheep may be exhibited in 4-H showmanship classes where animals are not exchanged between youth in the show ring. For a horned animal to be exhibited, it must have its horn tips covered. If the sheep or non-dairy goat has scurs (horn re-growth), these scurs cannot exceed 1 inch in length without the horn tips being covered.
- Non-dairy horned goats and sheep may be shown in market and breeding classes, but they must have horn tips covered as a safety precaution. A county may implement a more restrictive policy, but not a less restrictive policy, regarding the exhibition of horned sheep and goats.
- No dairy animals with horns are permitted except in the Junior Heifer Calf class. The definition of horns includes "scurs," "nubbing," or "stubs" that extend more than one inch beyond the skin.
- No horned dairy goat animals are allowed.

9.8. Unaltered Male Breeding Animals

4-H youth may exhibit unaltered male breeding animals of the following ages:

- Beef Bulls: born in the current 4-H year (Oct. 1 to Sept. 30)
- Buck Goats: under 6 months
- Llamas/Alpacas: under 24 months
- Rams: under 24 months
- Swine Boars: under 6 months
- Yearling Equines: under 12 months

9.9. Bison and Bison-Blooded Animals

The bison is not a domesticated animal and must be treated with caution and respect. Each animal has its own distinct personality, each animal is unpredictable, and only a professional wildlife trainer should attempt to train a bison. Therefore, bison and bison hybrids exceeding 3/8 bison breeding may not be used as project animals in Washington State 4-H. Only registered beefalo that have no more than 3/8 (37.5%) bison breeding and are registered in the American Beefalo Association (ABA) may participate in Washington State 4-H livestock fairs and shows in breeding and market classes.

10. Safety

10.1. Immediate or Direct Threat

If there is an immediate or direct threat to the health or safety (both physical and psychological) of a person or persons, property, or animal; disruption of a program or activity, or where it appears such behavior is likely to take place; or unlawful activity, staff or supervising volunteers must take immediate preventative action(s). Examples of immediate action may include some or all of the following:

- Removing the individual(s) from the location, event, or activity
- Isolating or evacuating yourself and/or others if there is fear of a threat
- Calling 9-1-1
- Alerting the 4-H Program Leader and CAHNRS COHE
- Completing an Incident Report

10.2. Equestrian Safety

10.2.1. Equestrian Helmets

All Washington 4-H members and non-member youth participating in all equine projects and activities must wear American Society of Testing Materials (ASTM) and Safety Engineering Institute (SEI) approved headgear when riding or driving. The headgear must have a chin strap and be properly fitted. Additionally, all equestrians (including adults) are strongly encouraged to wear protective headgear at all times when riding or working around horses.

10.2.2. Rodeo Project

The Washington 4-H youth development program does not offer a rodeo program, project, activities, or curriculum due to safety and risk issues. Therefore, 4-H faculty/staff, 4-H leaders, 4-H members, or 4-H clubs/units/organizations under the 4-H name and emblem will not conduct, sponsor, or co-sponsor rodeo events including rough stock and other timed events. Exceptions would be those events offered through the 4-H Western Games program. Other exceptions maybe be roping activities (team roping, breakaway roping, or ranch roping) but only with local 4-H staff approval.

10.3. Bicycle Helmets

All youth participating in 4-H bicycle activities must wear a properly fitted and secured helmet meeting ANSI Standard Z90.4.

10.4. Adventure Education

International Climbing and Mountaineering Federation (UIAA) approved climbing helmets will be worn by all persons involved in or around high challenge course elements when participating on the course. Climbing harnesses will be used on all high

course elements. Facilitators who lead adventure education activities as part of the WSU Extension 4-H Youth Development Program must have received WSU approved training.

10.5. 4-H Resident Camping

All 4-H resident camps will comply with the Washington State 4-H Resident Camp Standards, which can be found on the WA 4-H web page, http://4h.wsu.edu (search for Camp Standards), or by contacting the WSU Extension 4-H Youth Development Program State Office.

10.6. ATV Participants

Must comply with current ATV Safety Institute (ASI) standards and procedures. A Class I ATV operator under the age of 16 must meet all the minimum physical size requirements (Rider Fit) in relationship to the vehicle, outlined in the Oregon Parks and Recreation Department: ATVs, Rider Fit document.

10.7. Animal Disease Diagnosis and Treatment

A 4-H animal science volunteer may educate members and their families in the normal course of their 4-H activities in the areas of animal care, production, and management. WSU volunteers are not to engage in activities that include the diagnosis or treatment of, or the direct administration of, medications to project animals without authorization from a licensed veterinarian. A 4-H volunteer may exercise commonly acceptable first aid skills/ practices in emergency situations.

10.8. 4-H Shooting Sports

Leaders in 4-H Shooting Sports projects must complete the 4-H State Shooting Sports Instructor Training. In Shooting Sports projects, lead instructors must be a minimum of 21 years old; assistant instructors must be at least 18 years old; and teen leaders must be at least 14 years old.

10.9. Food Preservation

Leaders who wish to enroll and lead Food Preservation Projects must complete the Certified Washington State Food Preservation Training.

11. Financial Management

The WSU Extension 4-H Youth Development Program financial management processes are under the guidance of the WSU Office of Internal Audit. These policies must be followed to ensure the integrity of the 4-H Youth Development Program's financial system as well as preserve the determination of a Tax Exempt Organization from the Internal Revenue Service.

Once a 4-H club/program/group (group includes 4-H Leaders Councils and their committees) receives its charter, the county Extension office will complete an application for an Employer Identification Number (EIN). The EIN is required to identify the 4-H club/program/group as a non-profit legal entity to facilitate the acceptance of donations and revenue, to process payment of expenses, and to complete annual reporting. As such, there are specific financial practices that must be followed. Each club/group that maintains a treasury, accepts donations, or handles money is required to open a bank account. Each bank account must be named "WSU 4-H, (name of your club/program/group) 4-H Club/Group, (leader's address)." For more information, please see C1059E "4-H Leader's Guide to Handling Funds in the 4-H Youth Development Program.

Detailed instructions, templates, and samples can be found in C1059E "4-H Leader's Guide to Handling Funds in the 4-H Youth Development Program" and C0231 "4-H Youth Development Treasurer's Book." These publications are references throughout this section using the publication number only.

11.1. Accepting Funds

Funds for program enhancements may be accepted from donors on a local, county, district, and/or state basis, provided the support is offered without restrictive criteria and is consistent with the purposes of the 4-H Youth Development Program. Restrictive criteria include use of mandatory products, trade names, breed association requirements, etc.

11.2. Conflict of Interest

The WSU Extension 4-H Youth Development Program has adopted a conflict of interest position described below:

An individual may not serve in two or more different roles if those roles may create a conflict in the checks and balances of fund management. For example, a secretary is responsible for recording activity during official meetings; a treasurer is responsible for providing an accurate report to the membership. An individual serving in both these roles creates a conflict. Other dual roles may be indicated by the process of auditing, reporting, or other activities. If a 4-H club or group reports its financial activity to a project committee, a club/group leader should not serve on the project committee; a club/group leader should not serve on a club/group's audit committee, etc.

11.3. Budgeting

At the beginning of each program year (October 1), each club/group determines its goals and develops a budget to reach those goals. This involves estimating the amount of funds needed, to meet those goals and deciding how to raise the amount needed. Budgeting examples are available in the C0231 and C1059E publications.

11.3.1. Fund Balance

Clubs/groups may not maintain a high balance from year to year unless pre-approved by their Extension 4-H staff for specific purposes (club trip, purchase expensive equipment, etc.). Keeping a balance that will pay for 6 months of expenses is appropriate and allows the club/group a "cushion" if fundraising efforts are not successful.

11.4. Transactions

- All receipts and expenditures should be documented through receipts.
- All transactions should be properly recorded.

11.4.1. Revenue

All fundraising and other events that include fees and expenses must be reported to the club/project. Each event/fundraising chair presents funds received with a report that details the money received and expenses for the activity. This is similar to a profit and loss statement that the general body of the club/project uses to decide whether or not to continue an event/activity. The treasurer provides the event chair with a written receipt for the amount of funds received. Additionally, the treasurer submits the report with the treasurer's report to the secretary. Fundraising events must have prior approval from the 4-H County Extension office; the process for this approval may vary with each county (See Fundraising: Private Support for the 4-H Program). All receipts for event fees should be completed using the format shown in C0231and C1059E.

11.4.2. Expenditures

Expenditures of funds must be approved by the club/group members. All payments must be accompanied by an itemized receipt that documents the expense. Payments are made using a checking account or debit card (whenever necessary). Use of a debit card requires more diligence in documenting a purchase; follow the process indicated in C0231 and C1059E. In the rare event that an expense has to be paid in cash, clubs may do so; however, to pay with cash, refer to C0231 and C1059E for the correct process to follow.

- A club/program may NOT pay an expense when they do not have enough money to pay for it (i.e., overdrawing your account).
- Payment for goods and services for non-members (anyone not a youth member or enrolled volunteer) in the club/group (i.e., parents, siblings,

etc.) is not appropriate and may not be paid; for group orders, pre-payment of these expenses by parents, for instance, is considered loaning club funds and is not allowed. For example, if your club is buying club T-shirts and parents want to order a T-shirt, the club must collect payment for those items prior to placing the order.

- Any custom apparel or other custom merchandise must include the 4-H Clover in the design. The inclusion of the clover assists the organization to inform the public we are members of the 4-H program. Each custom design, additionally, must be approved by your Extension 4-H Office.
- For guidance on the determination of acceptable use of funds, refer to C0231 and C1059E.

11.5. Reporting

11.5.1. Treasurer's Report to Membership

A treasurer's report with a list of expenses that need to be paid (with itemized receipts to document expenses) and a current bank statement is presented to the membership at every business meeting. These reports are submitted to the secretary of the group to maintain with the group's records. All expenses must be approved for payment. For the format to follow for treasurer's reports, see C0231 and/or C1059E.

11.5.2. Audit/Peer Review

At the end of each year (September 30), an audit committee is formed to conduct a peer review of the business transactions and fund management procedures used. This audit is to follow the audit guidelines included in the C0231 and C1059E. Following the audit, the audit committee chair submits an Audit Report to the Club Leader/Project Chair.

11.5.3. Annual Reporting

Each club/group completes and submits (by December 1 of the current year) an Audit Report, Annual Financial Summary, and Property Inventory of List.

11.5.3.1. Annual Financial Summary

The Annual Financial Summary must include a report of funds, banking information (including a current copy of the signature card(s) for the accounts referenced in the report), and a list of any donors giving $5,000 or more to the group. Any club/group that does not maintain a treasury or handle money must submit an Annual Financial Summary that states, "We do not handle funds in our club."

11.6. Extension Responsibilities

Upon receipt of club/group financial reports, the Extension 4-H Office will:

- Obtain an EIN for each chartered club/group.
- Add/update the club/group to the annual Washington State University 4-H Youth Development report to the Internal Revenue Service. This renews the authorization of the club/group to be maintained under the Group Exemption.
- File a 990-N for each club/group.
- Begin process for dissolving a club that is disbanding. This process is referenced in Section 6.8.2 and is detailed in C1059E "4-H Leader's Guide to Handling Funds in the 4-H Youth Development Program".

11.6.1. Annual Compliance

Each year, the WSU Extension 4-H Office will form a Compliance Committee that will conduct a full audit of 10% of the 4-H clubs/groups within the county. Failure to follow financial policies may result in corrective action and/or dismissal.

12. Relationships

12.1. 4-H Name and Emblem Regulations

The 4-H name and emblem are protected under federal statute Title 18, U.S. Code 707. This statute protects other federal emblems, like the Seal of the President of the United States. In all instances, such use shall conform to state and national policy and be for the furtherance of the 4-H educational program rather than for the benefits of private individuals, donors, or others. "Using the 4-H Name and Emblem"

12.1.1. Use of the 4-H Name and Emblem

Any person, company, or entity desiring to use the 4-H name and/or emblem MUST receive approval before doing so. There are federal penalties for not gaining approval.

- 4-H Clubs MUST have a charter on file to use the 4-H name and emblem.
- Affiliated 4-H organizations (e.g., councils, camps, Foundations, etc.) must have a Memorandum of Understanding/Agreement or 4-H Charters to use the 4-H name and emblem.

12.1.2. Who Gives Permission

Use of the 4-H name and emblem within a county is subject to approval by the County Extension Office. Use on a multi-county or state basis must be approved by the State 4-H Program Leader.

12.2. State and National Memorandum of Understandings

12.2.1. 4-H/FFA

There is a Memorandum of Understanding between the WSU Extension 4-H Youth Development Program and the Washington FFA program. Copies of the current Memorandum of Understanding are on file in all County Extension Offices and with each Vocational Agriculture instructor and FFA adviser in Washington. The document outlines the agreements in effect between 4-H and FFA pertaining to project or enterprise selection, judging team participation, exhibiting animals or other products at shows and fairs, and other cooperative efforts. The 4-H/FFA Memorandum of Understanding is an official policy statement of the WSU Extension 4-H Youth Development Program.

12.2.2. 4-H/YMCA

There is a Memorandum of Understanding between the National 4-H Youth Development Program and the YMCA of the USA.

12.3. 4-H Relationships with Schools and Other Youth Agencies

The 4-H program may enter into cooperative programs with schools and other youth agencies where goals and objectives are compatible, and where non-discrimination requirements are met. 4-H curricula used for such programming is usually purchased by the school or youth agency in accordance with current publication policy.

If a program is conducted jointly, the regulation governing the program should be mutually agreed upon and the development of a Partnership Agreement may be required.

Classroom projects that are not part of a 4-H Enrichment program are not eligible for exhibition as 4-H project work.

12.4. Relationships with Businesses

Businesses are welcomed partners in the WSU Extension 4-H Youth Development Program. Businesses and 4-H volunteers need to consider the fiscal accessibility for youth at all economic levels when they partner with 4-H to provide educational opportunities.

A clear distinction needs to be made when businesses or individuals partner with 4-H groups/units/events as to whether the business or individual is functioning on a voluntary basis or as a paid expert. This distinction is based upon the differences between volunteer services and service for a fee. If a business person is offering to share expertise with youth and adults in a special, optional learning situation for a fee, including a reduced fee, then this person is acting as an independent contractor, not as a 4-H volunteer. Business partners must provide full disclosure of all fees prior to providing a service to 4-H members in a 4-H setting. Occasionally a 4-H volunteer may move into an "independent contractor" role for a fee-based service. Examples include:

- an optional, in-depth clinic or workshop.
- an educational activity conducted at a time other than at a 4-H group/unit meeting.
- individual lessons or private professional consultations outside of the regular 4-H club/unit meeting.
- when functioning as an independent contractor, an individual who is also enrolled as a 4-H volunteer is not covered by WSU liability or Labor and Industry medical coverage.

13. Risk Management

13.1. Adult and Youth Interactions

WSU Extension faculty/staff and volunteers are to avoid, where possible, being alone with a single youth. Youth and adults are not to stay in the same sleeping quarters. WSU Extension Faculty/Staff, Volunteers will not, under any circumstances, discipline youth by the use of physical punishment or by failure to provide the basic necessities of care, such as food, water, or shelter. WSU Extension faculty/staff and volunteers may not engage in a romantic relationship with any 4-H member.

13.2. Youth Protection Policy – Responsibility to Report

WSU Extension believes in the right of every child to a safe and supportive environment. Actions against children that lead or contribute to abuse or neglect are contrary to the values of 4-H. Such actions are inappropriate in any setting, especially where youth are concerned. All reasonable effort is made to comply with State of Washington statutes and Washington State University guidelines in this area. See the following website for Washington definitions of child abuse and neglect:

https://www.dshs.wa.gov/ca/child-safety-and-protection/how-report-child-abuse-or-neglect

Any youth who participates in educational programs conducted under the auspices of WSU Extension is entitled to a safe environment. In addition, employees are entitled to information related to the laws pertaining to child abuse and neglect and sexual offenses. All employees and volunteers working with minors will receive training in order to take steps to ensure that neither they nor children are in situations which place them at risk under various Washington statutes related to child and sexual abuse.

"Mandated reporters" are persons or groups of persons who have frequent contact with children and families and are required by Washington law to report suspected cases of child abuse and neglect to Child Protective Services (CPS) or to the appropriate law enforcement agency (RCW 26.44.030). It is the intent of the law that these designated persons, who are in positions to identify children who are at risk from abuse and neglect, will report suspected child abuse and neglect so that the need for protective services can be assessed.

Any person who in good faith makes a report or gives testimony in regard to possible child abuse or neglect is immune from civil or criminal liability (RCW 26.44.060).

To review the legal statutes regarding Washington child abuse and neglect, go to the following site and review the codes:
http://apps.leg.wa.gov/rcw/default.aspx?cite=26.44

13.2.1. Reporting Abuse or Neglect

Volunteers reporting abuse:

- Are required to report the abuse or neglect utilizing the resources below.
- WSU Extension requires the volunteer who filed the report to inform the WSU Extension 4-H Faculty that a report has been made for a 4-H youth participant, within 48 hours of making a report with authorities.
- If the report involves a 4-H volunteer, WSU Extension requires the volunteer who filed the report to inform the WSU Extension 4-H Faculty within 48 hours of making a report with authorities.

WSU Faculty and Staff reporting abuse:

- Are required to report the abuse or neglect utilizing the resources below.
- WSU Extension requires the Faculty or Staff who filed the report to inform the WSU Extension 4-H Program Leader that a report has been made, within 24 hours of making a report with authorities.

13.2.2. Reporting Resources

Washington State Children's Administration offers several ways to report abuse:

- Hotline: Call 1-866-ENDHARM (1-866-363-4276), Washington State's toll-free, 24-hour, 7-day-a-week hotline that will connect you directly to the appropriate local office to report suspected child abuse or neglect.
- TTY Callers: Call 1-800-624-6186 to place a direct TTY call.

Information that will be asked for when you call:

- The name, address, and age of the child.
- The name and address of the child's parent, guardian, or other persons having custody of the child.
- The nature and extent of the abuse or neglect.
- Any evidence of previous incidences.
- Any other information which may be helpful in establishing the cause of the child's abuse or neglect and the identity of the perpetrator.

You do not need to have all of the above information when you call to make a report, but the more accurate information you can provide, the better equipped the offices will be to assess the child's safety.

13.3. When Traveling with Youth

When traveling with youth, it is recommended WSU Extension faculty, staff, and volunteers:

- Travel with at least two or more youth.
- Require permission from parents for youth to travel with the said adults.

- Drop off youth by twos or more at an agreed-upon meeting site, thus not leaving adults with one single youth.
- Logistical issues may arise when a second youth is needed to make for a safe traveling group; it is recommended that a sum of money be set aside to pay for those additional youth to attend.

13.3.1. Overnight Trips

It is recognized that there are special concerns regarding overnight trips and the following are to be followed:

- Youth are to sleep in gender quarters they identify with; genders sleep in separate quarters.
- Youth are chaperoned by same-sex chaperones.
- Youth and adults are not to stay in the same sleeping quarters.
- Adults conduct regular room/bed checks.

13.3.2. Volunteer Chaperone Requirements

Volunteer chaperones are required to have completed the WSU Extension 4-H Youth Development Program Volunteer Certification process prior to chaperoning a trip or event. Failure to fulfill these requirements will disqualify any volunteer from service. In addition, adults serving as chaperones for overnight events must:

- Be 21 years of age for state events. For regional or national events, chaperones must be at least 25 years of age.
- Be willing to work with people from different backgrounds and abilities.
- Have appropriate knowledge and skills related to project areas, 4-H events, and activities.
- Demonstrate dependable and reliable traits that will ensure WSU Extension 4-H Faculty that you are the person for the assignment.

13.3.3. Adult and Youth Ratio

When traveling with youth, the minimum recommended adult-to-youth ratio is 1:10, or one WSU Extension 4-H faculty/staff or WSU Extension 4-H Youth Development Program Certified Volunteer for every ten delegates. Groups should be accompanied by adults with specifically defined responsibilities and expectations. Regardless of the size of the delegation, efforts should be encouraged for additional chaperones to be recruited from screened, WSU Extension 4-H Youth Development Program Certified Volunteers. Adult chaperones should reflect the same gender ratio as the youth delegation.

13.3.4. Understanding Trip and/or Event Policy

All organizations work under a set of policies and guidelines. Prior to any activity or event, all chaperones and WSU Extension Faculty/Staff should understand

these policies and guidelines. Whether a code of conduct, WSU Extension 4-H Youth Development Program Policy, an events special rules/policy, or an informal list of rules, it is imperative to understand what is expected of the youth as well as the adults in attendance. In addition to general discipline procedures, a clear understanding of reporting incidents should be discussed prior to the event. This may include completing any reports and notifying any paid staff as well as other parties of an incident.

13.4. Privacy Policy

13.4.1. Web Postings

The WSU Extension 4-H Youth Development Program is sensitive of the need to protect the privacy of youth under the age of 18. As a result, we will not knowingly collect personal or identifiable information for anyone under age 18 without providing the parent with the information and having parental permission. In addition, and in compliance with the Children's Online Privacy Protection Act, we will not require anyone under the age of 18 to disclose more information than is reasonably necessary to participate in the activity as a condition of participation. WSU Extension 4-H Youth Development Program will not post identifiable information of a 4-H member on a website as per the Children's Online Privacy Protection Act of 1998, which provides protection for children under the age of 13. To view the Children's Online Privacy Protection Act of 1998, visit: http://www.ftc.gov/ogc/coppa1.htm. Only limited identifying information will be posted. For example: first name and last name, but not address, phone number, or social security number; month and day of birthday, but not year of birthday

13.4.2. Confidentiality

The WSU Extension 4-H Youth Development Program protects the confidentiality of the names and personal information of 4-H members 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 WSU system.

13.4.3. Social Security Identification

At no time will a WSU Employee or Certified 4-H Volunteer, 4-H member, family, or volunteer store a social security number in any format.

13.5. Internet and Social Media

A 4-H county, club, unit, or project presence on a social media site must be used for educational, informational, and/or communication purposes to further support the 4-H mission. All 4-H entities who wish to have a presence on the internet and/or social media must adhere to the WSU 4-H Internet and Social Media policies.

13.5.1. Site Administrators

4-H Club websites must be administered by an approved 4-H volunteer or by a teen leader supervised by a WSU Extension 4-H Youth Development Program Certified Volunteer.

13.5.2. Photos or Videos

Under no circumstances shall a photo or video be posted on a 4-H website without a signed media release. Contact information for 4-H members must not be visible to individuals outside of their 4-H club.

13.6. Alcohol and Drug Policy

WSU Extension 4-H Youth Development Program Policy prohibits the possession, use, or distribution of illicit drugs, controlled substances, marijuana, marijuana products, electronic cigarettes, or alcohol at any 4-H related event involving youth. The WSU Extension 4-H Youth Development Program strictly enforces state of Washington laws regarding alcohol and does not tolerate the illegal use, possession, or sale of intoxicating beverages, minors in possession, furnishing alcohol to minors, possession of open containers, driving under the influence, and exhibiting unruly or intoxicated behavior. In addition, WSU Extension 4-H Youth Development Program does not permit any form of advertising of tobacco, marijuana, or spirit or beer products, including clothing, at any 4-H-related event involving youth.

For more information: http://public.wsu.edu/~forms/PDF/EPM/EP20.pdf

13.7. Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct

The WSU Extension 4-H Youth Development Program is committed to maintaining an environment free of all forms of discrimination, and prohibits discrimination in all its forms, including discriminatory harassment, sexual harassment, and sexual misconduct. This section comes from the Washington State University Executive Policy Manual #15 and any amendments to EP 15 will apply to this section.

13.7.1. Child Abuse and Neglect

Under state law (RCW 26.44.030(1)(f)), all WSU Extension 4-H employees are required to report suspected child abuse or neglect to their supervisor within 48 hours and should also report these incidents to law enforcement (RCW 28B.10.846).

13.7.2. Protected Classes

The WSU Extension 4-H Youth Development Program is committed to providing equal opportunity and prohibits discrimination on the basis of the following protected classes and/or characteristics: race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin;

physical, mental, or sensory disability, including disability requiring the use of a trained service animal; genetic information; and/or status as an honorably discharged veteran or member of the military. The WSU Extension 4-H Youth Development Program is committed to creating and maintaining environments free from all forms of prohibited discrimination and discriminatory harassment.

13.7.3. Discriminatory Harassment

The WSU Extension 4-H Youth Development Program prohibits improper conduct toward a particular individual, individuals, or groups on the basis of one or more of the protected classes indicated above, that is sufficiently severe, persistent, or pervasive that it has the purpose or effect of creating an intimidating, hostile, or offensive environment; or unreasonably interfering with personal security, or participation in any WSU Extension 4-H activity. This includes, but is not limited to denying opportunities or benefits because of gender, race, or disability; treating individuals differently because of their national origin or age; following a practice or policy that disproportionately impacts women or members of another protected class; or severe, persistent, or pervasive name-calling, jokes, or other verbal or physical behavior towards a person based on their sexual orientation or perceived sexual orientation.

13.7.4. Sexual Harassment

The WSU Extension 4-H Youth Development Program prohibits discrimination based on sex and/or gender, and unwelcome verbal or physical conduct of a sexual nature.

13.7.5. Sexual Misconduct

The WSU Extension 4-H Youth Development Program prohibits sexual misconduct as defined in WAC 504-26-221. Sexual misconduct includes sexual assault and other sexual violence.

13.7.6 Gender-Based Harassment

The WSU Extension 4-H Youth Development Program prohibits harassment of a non-sexual nature that occurs because of a person's sex/gender; sexual orientation; or gender identity/expression. It includes harassment based on a person's nonconformity with sex/gender; sexual orientation; or gender identity/expression stereotypes.

13.7.7. Prohibited Behaviors

Physical assault;

Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, work references, or letters of recommendation;

Sexual behavior that is unwelcome. Such behavior may include, but is not limited to, the following:

- Comments of a sexual nature;
- Sexually explicit statements, questions, jokes, or anecdotes;
- Unnecessary or undesirable physical contact;
- Unwanted, offensive, and/or uninvited comments about another's physical appearance;
- Display of pictures with sexual content;
- Persistent, unwanted attempts to change a professional relationship to an amorous relationship;
- Subtle propositions for sexual activity or direct propositions of a sexual nature;
- Uninvited letters, emails, telephone calls, or other correspondence referring to or depicting sexual activities; and/or
- Any of the above carried out via the Internet or social media ("cyber harassment").

Other offenses that may constitute sexual harassment when based on sex and/or gender include, but are not limited to:

- Threatening or causing physical harm, extreme verbal abuse, or other conduct that threatens or endangers the health or safety of any person.
- Intimidation, which is defined as implied threats or acts that cause a reasonable fear of harm in another.
- Hazing, as defined in WAC 504-26-206.
- Bullying or workplace violence, as defined in BPPM 50.30.
- Intimate partner violence, which includes violence or abusive behavior within an intimate partner relationship. Intimate partner violence may also be referred to as domestic violence or dating violence. It can be physical, sexual, emotional, verbal, economic, or psychological in nature and can include actions or threats of actions that influence or harm an intimate partner.
- Stalking, as defined in WAC 504-26-223.

13.7.8. Filing a Complaint and Reporting Responsibilities

Anyone in the WSU Extension 4-H Youth Development Program who has experienced, witnessed, or becomes aware of discrimination, discriminatory harassment, sexual harassment, or sexual misconduct must report promptly to the Office of Equal Opportunity and WSU Extension Director.

Individuals who file a complaint can expect to receive information regarding resources available, the investigation process, the name of a contact person for questions, and interim measures that may be available while the investigation is pending. After an incident is reported, a prompt, effective, and impartial

investigation will commence and appropriate steps to stop the discriminatory behavior, prevent its recurrence, protect the well-being of the complainant, and remedy its effects will be undertaken.

13.7.9. Reporting Criminal Behavior to Police

Anyone who has experienced sexual misconduct, sexual assault, stalking, domestic violence, or another crime may choose to report the incident to the police. The WSU Extension 4-H Youth Development Program process is separate from the criminal process and can be pursued simultaneously.

13.7.10. Retaliation and Interference Prohibited

Retaliation includes any act that would dissuade a reasonable person from making or supporting a complaint, or participating in an investigation. It includes action or threat of action that could negatively affect another's reputation, or other interest. Immediately report retaliatory acts to the next person in the chain of command: Volunteer Leader, Local WSU Extension 4-H Faculty/staff, WSU Extension County Director, WSU Extension 4-H Program Leader, WSU Extension Youth and Families Unit Director, COHE.

Interference with the complaint or investigation process is also prohibited. Interference includes, but is not limited to, actions that dissuade or attempt to dissuade complainants or witnesses from reporting or participating in an investigation, or actions that delay or disrupt, or attempt to delay or disrupt, an investigation.

13.7.11. Investigation Procedures

The WSU Extension 4-H Youth Development Program conducts prompt, fair, effective, and impartial investigations of incidents of alleged discrimination, sexual harassment, and sexual misconduct. For complete information regarding investigative procedures, consult Office for Equal Opportunity's (OEO) Procedural Guidelines for Responding to Allegations of Violation of the WSU Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct: http://oeo.wsu.edu/oeo-procedural-guidelines/

13.7.12. Malicious or Frivolous Allegations

Individuals who knowingly make false or frivolous allegations of discrimination, sexual harassment, or sexual misconduct are subject to

corrective or disciplinary action. No complaint is considered malicious or frivolous solely because it cannot be corroborated.

For more information: http://public.wsu.edu/~forms/PDF/EPM/EP15.pdf

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