



# Colorado State University El Paso County Extension 4-H Policies for Success

All 4-H Members and their families are expected to be familiar with the El Paso County Extension 4-H Policies, as well as the Colorado 4-H Youth Development Policies from Colorado State University Extension. It is necessary that 4-H members and their families read and understand both sets of policies as each policy addresses state and county standards that are equally essential to administering and facilitating a successful 4-H Program. The Colorado State Extension 4-H Policies supersede the El Paso County Extension 4-H Policies when something is not addressed in this document.

The El Paso County Extension 4-H Policies are intended to cover the non-competition-related policies of the El Paso County Extension 4-H Program. The El Paso County Extension 4-H Policies do not disclose rules, regulations, or requirements regarding specific competitions. Information for specific competitions can be found on the El Paso County Extension website and in the El Paso County Fair Premium Book.

Colorado State University is the land-grant institution responsible for the administration of the Extension program in Colorado. Through CSU, at the local level, the El Paso County Extension 4-H Specialists are responsible for administering the El Paso County Extension 4-H Program.

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# The CSU Extension, El Paso County 4-H Program

## General Description

4-H is a community of young people, ages 5-18, across America, learning leadership, citizenship, and life skills. The El Paso County Extension 4-H Club Program serves youth with similar interests who meet to learn a new skill in a 4-H project area.

The 4-H year runs from **October 1 - September 30**.

All 4-H members, including Cloverbud members and volunteer-leaders, must be enrolled in only one county, and only one club in the El Paso County Extension 4-H Program.

## Logos, Names, and Emblems

Any branding (IE clothing, awards, logos) for committees, clubs or project groups should be sent to the extension office for approval. It is important that we follow the branding guidelines of 4-H and Colorado State University, so we are in compliance with organization standards as well as proper representation. Only 4-H clubs, 4-H entities, enrolled 4-H members, and 4-H volunteer-leaders may use the 4-H name and emblem; i.e., the 4-H clover once approved by the county extension office. Other uses must be authorized by the state 4-H Youth Development Director.

## 4-H Membership

The El Paso County Extension 4-H Program welcomes youth from any county, ages 5-18 (as of December 31 of the current 4-H year), regardless of race, color, creed, sex, national origin or disability.

### 4-H Membership/Age

4-H age is the age of the individual on December 31 of the current 4-H year.

- Cloverbud members: 5-7 years old (non-competitive)
- Junior 4-H members: 8-10 years old
- Intermediate 4-H members: 11-13 years old
- Senior 4-H members: 14-18 years old
- 4-H Volunteer-Leaders: 19+ years old
- Some Volunteer Leadership positions require a minimum age of 21 years old

## Cloverbud Membership

*“The primary goal of the 4-H Cloverbud program is to promote children’s healthy development—mentally, physically, socially, and emotionally.”*<sup>1</sup> 4-H Cloverbud members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a special 4-H membership category with regard to program and policy. It is neither the intent nor the objective for 4-H Cloverbud members to duplicate the 4-H Member experiences that are designed for older 4-H youth, nor to create a “mini-4-H” concept. As a result, 4-H Cloverbud membership is fundamentally different than general 4-H membership.

- 4-H Cloverbud members participate in occasional, non-competitive, age-appropriate, properly supervised events or activities.
- Cloverbud members enroll in the Cloverbud Project only. 4-H Cloverbud members should not have ongoing projects of any kind.
- 4-H Cloverbud members may not handle animals, firearms or equipment of any kind.
- 4-H Cloverbud members do not conduct formal business meetings, elect officers, or handle finances.

## 4-H Membership (Junior, Intermediate, Senior) Requirements

1. Be of appropriate age. See *Membership/Age* chart above
2. Complete 4-H member enrollment in 4HOnline.
3. Enroll in at least one 4-H project per year.
4. Complete and submit additional project specific, required forms; e.g. forms for animal project(s), shooting sports, etc.
5. Pay 4-H enrollment fee.

## 4-H Member in Good Standing

To be considered a 4-H Member in Good Standing, the 4-H member must: abide by the [4-H Code of Conduct](#), meet deadlines, attend the majority of club and project meetings, complete at least one project during the 4-H year, abide by the [Code of Show Ring Ethics Agreement](#) (if applicable), the Meat Quality Assurance (if applicable), the [Animal Care and Housing form](#) (if applicable), and follow all County and State 4-H rules and policies, as well as El Paso County Fair rules of exhibition. Participation in county, state, regional, and national events is limited to 4-H Members in Good Standing.

## 4-H Volunteer-Leader Membership

4-H volunteer-leaders are the heart of the 4-H Program. A volunteer-leader serves in a multitude of roles ranging from the club-level to supervising other volunteer-leaders at the county-, regional- or state-level(s). 4-H volunteer-leader roles include [Organizational Club Leader](#), [Project Leader](#), Advisory Council Leader, Chaperone, Cloverbud Leader, Council or Committee Member, etc. For more information on the various roles, contact the El Paso County Extension Office.

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<sup>1</sup> <https://www.nae4hydp.org/news/462900/First-Step-in-4-H-The-4-H-Cloverbud-Program.htm>

## Steps to Becoming a 4-H Volunteer Leader:

1. Complete volunteer application on 4HOnline and provide references.
2. Undergo a national background check, through CSU.
3. Complete enrollment on 4HOnline annually.
4. Complete the Online Volunteer Leader Training
5. Comply with federal, state and local reporting and accountability requirements.
6. Sign the annual 4-H Volunteer Appointment Agreement on 4HOnline.
7. Complete the county volunteer training
8. Pay annual fees
9. Serve alongside the El Paso County Extension Office.
10. Comply with the [4-H Code of Conduct](#).
11. Complete annual Volunteer Survey
12. Log Volunteer hours and report quarterly
13. Be authorized and approved volunteer-leaders, with active 4HOnline account, completed steps above, and receive protection from liability under the Governmental Immunity Act (24-10-101 CRS et seq).  
*Liability protection is only provided towards actions within the scope of responsibility per volunteer-leader; as long as such actions are not willful and wanton. The performance and actions of any volunteer-leader must be for the benefit of, or at the request of, and under the supervision of the state, i.e. participating or conducting any 4-H related activity or meeting*
14. **Re-apply and complete all new volunteer-leader requirements if absent from 4-H for one year or longer.**
15. Receive approval, from both counties, if transferring from one county to another.

## 4-H Senior Volunteers in Progress (VIPs)

Volunteers in Progress (VIPs) are Junior Leader Volunteers that are Senior 4-H members 4-H age 18, who do not wish to participate in their final Senior year as a member but wish to start engaging in an early volunteer development role. **Final year Senior 4-H members must receive permission from the Extension Office/EI Paso County 4-H Team to serve in this capacity.**

VIPs will pay a \$15.00 enrollment fee by the standard volunteer enrollment deadline. Junior Leader VIPs must enroll in 4HOnline as a 4-H member (per 4HOnline guidelines) and once enrolled, select the “VIP – Volunteer in Progress” Activity on the “Activities” tab in 4HOnline. They should also enroll as a “Junior Leader” in a project area in which they intend to assist their club. *Junior Leaders may only sign up as a Junior Leader in a 4-H Shooting Sports Project after completing a State-wide 4-H Shooting Sports Leader Training, and only in the discipline in which they were certified. Please contact the office with specific questions.*

**VIPs are active and enrolled Senior 4-H members serving in a volunteer development capacity, but do not have the full responsibilities or expectations of a 4-H volunteer aged 19 or older.**

### **VIP Junior Leader Volunteers are eligible to:**

- Participate and advise in advisory committee roles
- Participate and advise in county-wide community service activities
- Assist and advise in club-level projects and programs
- Assist and advise in project workshops/practices
- Assist and advise in other duties as directed and approved by the El Paso County 4-H Program

### **VIP Junior Leader Volunteers are NOT eligible to:**

- Complete 4-H projects
- Compete in 4-H contests/competitions or win 4-H member awards
- Participate in any 4-H Camps/Conferences (as a participant or counselor/leader)
- Start a 4-H Club or serve as a club leader
- Serve as an El Paso County Fair Superintendent
- Chaperone trips, run a live-fire line, or any other activities limited by the County or State due to age restrictions.

## **4-H Membership in a County other than the County of Residence**

4-H members participate in 4-H by belonging to a 4-H club in their county of residence. The following policy is observed when this is not the case:

- 4-H members may join and enroll in projects in only one county at a time.
- Members may participate as 4-H members in only one county fair per enrollment year, and exhibit project(s) in only one county, per enrollment year.
- 4-H membership can be transferred from one county to another with written approval by the county Extension offices in both counties, which is a requirement for a transfer to take place. Transfers may only occur when the family moves, the 4-H member lives part of the year in one county and part of the year in another county, or as other situations arise and are approved.
- When a situation exists that necessitates change of residence mid-year, state and local 4-H fees will be assessed in both counties.
- Should a county Extension program close, 4-H members residing in that county will not be allowed to join 4-H in another county unless they have been enrolled in another county's 4-H Program prior to the closure of the Extension office in the county of their residence.

## **Participation in El Paso County 4-H Sponsored Events as Non-Resident Members**

- 4-H members from other counties will not be permitted to participate in El Paso County 4-H events/activities except in the following circumstances:
  - Events are pre-designated as "State-wide" and open to 4-H members in other counties (shows, activities, workshops, etc.)
  - Youth members live part of the year in one county and part of the year in another county, or as other situations arise that merit special consideration deemed appropriate by the County 4-H Specialist(s) and Colorado State 4-H Program Director.
- Lack of opportunity in a neighboring county Extension or 4-H program does not constitute a special consideration.

## **Additional 4-H Membership Expectations**

- Compliance with established, stated, and published deadlines is a requirement and an expectation of 4-H membership.
- Individuals not complying with deadlines may lose privileges and the opportunity for awards. 4-H members who fail to comply with deadlines for ownership, inspection, or exhibition may be prevented from exhibiting project(s) or denied any and all premiums or awards for their project.
- Deadlines are announced in 4-H newsletters, E-Blasts, and the El Paso County Fair Premium Book, which discloses specific deadlines that pertain to the El Paso County Fair and exhibition.
- Families/youth will belong to one 4-H club (no splitting membership between multiple clubs for youth member or family members). For special circumstances please reach out to the extension office.
- Independent membership will only be considered if dual enrolled in local youth program that aligns similarly with 4-H programming. For consideration for independent membership please reach out to the El Paso County Extension office.



## 4-H Enrollment

All 4-H members and volunteers must enroll on 4HOnline in order to participate in the El Paso County Extension 4-H Program.

### New 4-H Enrollment

1. All new 4-H members should enroll and have all project specific paperwork completed by **March 1 at 5:00 PM** of the current 4-H year if they wish to participate in County Fair. (For this purpose, “new” 4-H members include any 4-H member who was not enrolled in 4-H the previous 4-H year). If the date falls on the weekend you will have until the following business day.
2. New enrollments will be accepted after **March 1** of the current 4-H year; however, participation is limited. Youth enrolled after the March 1 deadline will not be eligible to compete at the El Paso County or Colorado State Fairs.
3. Organizational Club Leaders will have until **March 15<sup>th</sup>** at 5:00 PM to confirm any new 4-H members in 4HOnline, pay all fees, and submit any required forms needed. New 4-H members will not be confirmed until all required payment and forms are completed and submitted by the organizational club leader(s).

### 4-H Re-Enrollment

1. 4HOnline enrollment for all returning 4-H members and volunteer-leaders must be complete on **December 1 at 5:00 PM** of the current 4-H year. If the date falls on the weekend you will have until the following business day.
2. Enrollment fees and additional required forms must be submitted to the Organizational Club leader on **December 1 at 5:00 PM**.
3. Organizational Club Leaders will have until **December 15 at 5:00 PM** to confirm returning 4-H members and volunteer-leaders on 4HOnline and pay all fees and submit any required forms needed; e.g. [Code of Show Ring Ethics](#), etc to the CSU Extension Office. 4-H members and volunteer-leaders will not be confirmed until all required forms, background checks, and new volunteer-leader training are completed and submitted.

### Late 4-H Re-Enrollment

1. If a returning 4-H member fails to re-enroll in 4HOnline by **December 1 at 5:00 PM** the 4-H member will incur a **\$25 late fee**. If the date falls on the weekend you will until have the following business day.
2. Enrollment fees and additional required forms must be submitted to the Organizational Club Leader by **December 1<sup>st</sup> at 5:00 PM of the 4-H Year**

### Cloverbud Member Enrollment

Cloverbud members are eligible to enroll in the Cloverbuds Project.

### 4-H Volunteer-Leader Enrollment

Volunteer-leaders must re-enroll each year on 4HOnline for the year of leadership to be recognized, be appropriately covered by insurance, and to be able to order project literature.

**Clubs are required to enroll all adults who will be interacting with 4-H members, helping with special projects or activities, handling or taking in monetary funds, or supervision of club inventory.**

## Enrollment Fees

- \$55 per new and returning 4-H member per year
- \$55 per new and returning Cloverbud member per year
- \$5 per new and returning volunteer-leader

The enrollment fee includes the following: accident insurance (covers State/County/Club 4-H functions with an adult 4-H volunteer-leader supervising), a \$15.00 State 4-H membership (included in the enrollment fee.

**NOTE:** The insurance used by El Paso County Extension is supplemental and liability insurance; i.e., will not cover pre-existing conditions and may not pay all medical costs.

**El Paso County 4-H Foundation [Financial Assistance applications](#) will be available, if families are interested in applying, to help with the cost of enrollment fees, up to \$55 per 4-H member.**

## Organizational Club Leader Enrollment Responsibilities

Organizational Club Leaders are responsible for submitting the following enrollment materials to the El Paso County Extension Office once 4-H members have self-enrolled. Club enrollments must be submitted together, at one time.

- **4-H Confirmation Form** – this is a fillable form in which Organizational Club Leaders can track what needs to be submitted by each enrolled 4-H member and volunteer-leader. An excel spreadsheet will be accepted if it has all the same information and details.
- **Club check payment**, including 4-H member and volunteer-leader enrollment fees, matching the total on the 4-H Confirmation Form – once fees are received by the El Paso County Extension Office, enrollments will be confirmed, and project literature can be ordered.
- **Required forms** that must be submitted in a hard copy include the [Animal Care and Housing Form](#) (necessary for ALL animal projects) and [Show Ring of Ethics](#). These forms should be collected for all members in your club that are enrolled in animal projects and then submitted at one time to the El Paso County Extension Office.

## Refunds

Refunds are only granted when extenuating circumstances, such as an unforeseen move or extreme family illness occur.

**NOTE: Other additional fees, such as club dues, must be handled at the club-level.**

## Enrollment in Animal Projects

Members enrolled in animal projects are required to fill out the [Code of Show Ring Ethics Agreement](#) and the Animal Care and Housing Form.

- **[Animal Care and Housing Form](#)** – 4-H members in ANY animal project must complete this form which indicates where their project animals will be housed and whether they will be leasing an animal. 4-H members must sign this form in 4HOnline **and** submit a hard copy form to their club leader at the time of enrollment.
- **[Code of Show Ring Ethics Agreement](#)** - Members in ANY animal project must sign the Code of Show Ring Ethics Agreement. 4-H members must sign this form in 4HOnline **and** submit a hard copy form to their club leader at the time of enrollment.

## Enrollment Changes

- All enrollment changes must be completed by **March 1 at 5:00 PM** of the current 4-H year. This includes changing clubs, adding, and dropping projects. All 4-H members must complete each project they are enrolled in as of **March 1**. See completion requirements outlined in this document.
- Enrollment changes must be done electronically by the 4-H member through 4HOnline.

## 4-H Clubs and Entities

All 4-H members, including Cloverbud members and volunteer-leaders, must be enrolled in only one county, and only one club in the El Paso County Extension 4-H Program.

### Requirements for 4-H Clubs and Advisory Committees

All 4-H clubs must:

1. Comply with federal, state, and local requirements for non-profit, educational program status.
2. Must welcome all 4-H members of eligible age regardless of race, ethnicity, gender, national origin, or ability.
3. Consist of at least five 4-H members of at least 2 different families.
4. Have a registered volunteer-leader to guide the club.
5. Hold regular meetings.
6. Conduct or participate in an achievement event; e.g., the El Paso County Achievement Program in October
7. Conduct or participate in a community service project.
8. Conduct a 4-H member recruitment activity or event.
9. Complete [Event Forms](#) for every 4-H event that is held.
10. Charter annually. Clubs may need to update chartering documentation, in compliance with the state and IRS requirements. For more information, instructions, and documentation for chartering, please visit the El Paso County Extension website. The following must be submitted appropriately in order to complete the chartering process.
  - a) EIN Application to the IRS. This is done only one time. The EIN number received by the IRS must be reported to the El Paso County Extension Office to be in compliance with IRS reporting. Additionally, the EIN number must be associated with the club's bank account if the club is collecting funds.
  - b) Constitution and Bylaws
  - c) Bank statement of club funds or a letter disclosing that there are no funds being collected, therefore there is no bank account
  - d) Financial Report
  - e) Annual Review
  - f) Club Assets
  - g) Budget
  - h) Annual Plan
  - i) Affirmative Action
11. Submit the Dissolution or Non-Renewal of Colorado 4-H Charters document, remaining funds, and property to the El Paso County Extension Office according to state policies, if the 4-H club dissolves.

**NOTE:** It is recommended and encouraged that members of each club have representatives participate on the El Paso Youth County Council.

## Club Meetings

- Regular attendance at club meetings is expected of all 4-H members and their parents.
- If a 4-H member does not meet the club's requirements, it may affect the 4-H member's ability to join the same club in subsequent years.
- Volunteer-leaders, 4-H members, and parents are expected to facilitate quality 4-H club meetings that are welcoming to all, enjoyable, educational, informative, important, and beneficial.

## Club Fundraising Regulations

4-H clubs may participate in fundraising activities. **All clubs planning to host a fundraiser must complete a [4-H event form](#) accessible on the CSU Extension El Paso County website.** Before hosting a fundraiser, **clubs must receive approval from the El Paso County Extension Office.** 4-H is a non-profit organization and must comply with state and federal regulations. There are strict guidelines regarding fundraisers. There could be penalties for violating regulations.

## 4-H Officers

Each 4-H club elects a set of officers which allows for the development of leadership and citizenship within each club. Each 4-H member should be given the opportunity to assume a leadership role within the club and/or 4-H Program. 4-H volunteer-leaders are intended to be a support and facilitate club meetings but rely on and expect 4-H officers to take responsibility of leading 4-H club meetings with guidance and assistance. 4-H club officers should be given clear expectations and an outline of roles and responsibilities from the 4-H volunteer-leader(s) and retiring 4-H officers. 4-H officers should:

- Learn and perform their specific officer duties
- Be an active member of the board of officers
- Attend 4-H club meetings and activities
- Lead in planning 4-H meetings and events
- Actively represent 4-H in the community
- Share opinions on issues
- Listen to 4-H club members.

At 4-H club meetings, 4-H officers should:

- Work as a team to prepare and organize the meeting space
- Greet guests, 4-H members, and 4-H volunteer-leaders as they arrive
- Assist new and/or younger 4-H members become acquainted with 4-H
- Provide reports to the 4-H volunteer-leader(s)

## Officer Roles

Not all 4-H officer roles are necessary for each 4-H club.

### 1. President

- Plans the 4-H club meetings with other officers
- Calls the 4-H club meeting to order and presides over the meeting
- Decides points of order
- Appoints committees
- Casts deciding vote in case of tie
- Delegates responsibilities
- Closes the 4-H club meeting on time
- Conducts the 4-H club meeting by following [Parliamentary Procedure - Robert's Rules of Order](#)

### 2. Vice President

- Presides in the absence of the president
- Meets with officers and leaders to complete the annual plan of 4-H events
- Serves as program committee chair
- Consults with leaders before each meeting to finalize program details
- Introduces speakers or special guests

### 3. Secretary

- Sends out notices or initiates contact with committee about upcoming 4-H club meetings and events
- Records attendance at 4-H club meetings and events
- Keeps minutes and completes the [4-H Secretary's officer book](#)
- Writes letters, requests, invitations and thank-you card(s) in the name of the 4-H club
- Reads all correspondence to all 4-H members

### 4. Treasurer

- Receives & records description (who, when, what, etc.) of funds received and spent by the 4-H club
- Completes the [4-H Treasurer's officer book](#)
- Works with officers and advisors to set an annual budget
- Deposits money in the specific 4-H club bank account
- Pays all 4-H club bills and keeps account records
- Reports financial status and updates at meetings
- Provides records to audit committee
- Completes the Annual Financial Report that is by provided by the Organizational Club Leader

### 5. Reporter

- Writes stories on 4-H events which includes, who, what, where, when, why and how
- Promotes upcoming events and activities to local media and social media outlets
- Prepares articles for county newsletter

### 6. Historian

- Keeps all newspaper clippings and take photographs of 4-H club and county events
- Keeps records of all special events regarding the 4-H club
- Maintains a scrapbook for the 4-H club. The scrapbook serves as the Historian officer book

7. Recreation Leader
  - Plans games, activities, and/or songs for 4-H club meetings
  - Involves and welcomes all 4-H club members in recreational activities
  - Maintains enthusiasm
8. Other officer positions include:
  - Club Newsletter Editor
  - Club Photographer
  - Sergeant at Arms
  - Refreshment Coordinator
  - County Representatives (District or Colorado State 4-H Senators)

## Officer Books

Awards will be given for the best 4-H Secretary, Treasurer, and Historian officer books, as well as, to the club with the highest combined scores for all three books. Submission of **officer books** is required. Officer books for Secretary, Treasurer, and Historian are to be submitted to the El Paso County Extension Office, by the date published in the [4-H Newsletter](#), in order to compete for an award at the Annual Achievement Program. For more information on completing officer books, contact the El Paso County Extension Office.

## 4-H Advisory Committees

The El Paso County Extension 4-H Program has several volunteer-leaders who serve in advisory roles to the 4-H staff. Counsel is sought in determining priorities and content for program development. Volunteer-leaders assist with carrying out the 4-H mission. The El Paso County Extension 4-H advisory committees in El Paso County include:

- Small Animal Advisory Committee
- Horse Advisory Committee
- Youth County Council Committee
- Livestock Advisory Committee
- 4-H Shooting Sports Advisory Committee
- Tabletop Advisory Committee
- Dog Advisory Committee

## Requirements for 4-H Entities

4-H entities include, but are not limited to, 4-H Councils, Advisory Committees, Foundations, and Associations. All 4-H entities must:

- Comply with federal, state, and local requirements for non-profit, educational program status.
- Must welcome all 4-H members of eligible age regardless of race, ethnicity, gender, national origin, or ability

# 4-H Projects

All 4-H members are required to participate in at least one project per 4-H year.

## More Than 4 - Project Enrollment Rule

- 4-H members in El Paso County are permitted to enroll in 4 different 4-H projects per 4-H year. *(in the case of 4-H Shooting Sports, 1 Discipline is considered 1 project. In the case of the Livestock project, 1 breeding animal, 1 market animal, etc. is considered 1 project)*
- If a member chooses to enroll in more than 4 projects, members must fill out the [GOOGLE FORM](#) by March 1<sup>st</sup> at 5:00 PM to request to take more projects.

## Project Meetings

1. It is expected that each 4-H member will attend **at minimum, three** project meetings in order to gain understanding in a specific project area.
2. If a club does not offer project meetings, 4-H members should attend project meetings associated with a different club or seek out educational opportunities to supplement project work. Contact the Extension Office for support in finding a project leader.

## Project Units

In order for a 4-H member to compete in a 4-H project, the member must be enrolled in that project. Multiple units may be associated with specific projects. 4-H members must enroll in the specific unit(s) within a project.

1. Within a specific project, a 4-H member may enroll in and complete, the same unit multiple times, resulting in a different end-product each time.
2. A 4-H member may enroll in and complete, multiple units of the same project in the same 4-H year.
3. Specific project units do not have to be completed in any particular order; however, it is highly recommended that the 4-H member progress through the units in a chronological way.
4. Fair exhibition is not required for project completion; however 4-H members may exhibit all project units in which they are enrolled.

NOTE: Clubs may have additional participation requirements for continued participation in their club and to maintain active status within the club. This is different and separate from county and state project completion requirements and may vary from club to club. Check with your club leader for project specific requirements.

## **4-H Project Manuals**

Families are encouraged to buy manuals for the projects that members are enrolled in to supplement their understanding of the project. Please Note: some General Consumer/Tabletop projects require project manual purchase for project completion at the County and/or State Fair. When the enrollments are complete on 4HOnline, the 4-H members can pick up their project manuals from the El Paso County Extension Office. Each resource book does vary on pricing.

## **4-H Leader and Member Manual Recall**

- 4-H members and volunteer-leaders are asked to please return all unused and borrowed 4-H project manuals to the El Paso County Extension Office.

## **Animal and Livestock Manuals**

- All animal projects (i.e., Beef, Sheep, Swine, Goat, Llama/Alpaca, Horse, Miniature Horse, Rabbit, Poultry, Dog, and Cat) are meant to be used throughout the 4-H member's participation in the animal and livestock projects. If a replacement copy is needed, 4-H members will need to purchase a replacement manual. The premier exhibitor tests will be written from information in the resource manuals.



# 4-H Project E-Records

## General/Tabletop/Shooting Sports E-Records

- E-Records for Family Consumer Science, Shooting Sports, and General Projects will be turned in at the El Paso County Fair with the 4-H member's exhibit (only if the 4-H member chooses to exhibit).
- Any Shooting Sports and/or General projects that DID NOT exhibit at the County Fair are required to be turned into the club leader by the Club's E-Record Deadline.
- Regarding 4-H Shooting Sports: An E-Record is required for EACH 4-H Shooting Sports Discipline in which the member is enrolled. If members are enrolled in more than one discipline, they may turn in a Combined 4-H Shooting Sports E-Record by their club leader's deadline.

## Animal E-Records

- 4-H members must complete an E-Record book for at least one animal project area the 4-H member is enrolled in and receive a score of 70% or above.
- If the 4-H member is enrolled in multiple animal projects, they can select the project area they wish to complete a record book in. For the other animal projects, they must either exhibit them at County Fair of the current year OR write a complete 4-H story using the record book standards and receive a 70% or above to receive project completion.
- If the 4-H member is enrolled in MARKET LIVESTOCK this record book is mandatory for project completion and must receive a 70% or above.
  - **Example:** If the youth is enrolled in Market Sheep and Market Goat they can pick one species (animal project area) such as Market Sheep to complete the record book on. For Market Goat they would either have to exhibit them at the County Fair of the current year OR write a 4-H Story up to standards set in the record book and receive a 70 % or higher on the 4-H Story to reach project completion OR they can choose to put them in the record book.
  - **Example:** If the youth is enrolled in Breeding Beef and Market Swine they would have to complete the Market Swine book. The same applies if entered in other animal projects.
- Dairy and Pygmy goats are required to be put in the breeding livestock book. There are two breeding supplement pages. One is title Goat Doe Record supplement page which is used for breeding boer does and pygmy does. The second one is titled Breeding Goats supplement page which is used for Dairy Goats.
- Poultry Record Book
  - Will no longer use breeding supplements for any poultry projects
  - They will use the livestock record book, this includes show birds
- 4-H members are required to use 4-H E-Record folders to qualify to go onto higher grading, which can be purchased at the El Paso County Extension Office or on the 4-H Shop Website.

## E-Record Requirements

- The official rubrics and score sheets should be used when grading E-Records. Rubrics and score sheets are posted in the El Paso County Extension website on the Volunteer Resources page. If a record book is graded using the wrong rubric or does not follow outlined policies then it will not move onto further outside grading.
- Club Organizational Leaders are responsible for collecting and ensuring the following record books are graded by the deadline set by the El Paso County CSU Extension Office:
  - Animal E-Records
  - General/Tabletop/Shooting Sports E-Records that were not submitted for grading at County Fair.
- Organizational Leaders can delegate the grading of the E-Records to project leaders or other knowledgeable 4-H Volunteers.
- Families can request guidance and grading of other knowledgeable 4-H Volunteers if following set deadlines and expectations outlined, communication with club leader is expected.
- If a 4-H member turns in an unsatisfactory E-Record, they will be given one week to revise the E-Record to reach a score of 70% or higher. This only applies if the E-Record was turned in by the deadline set by their club leader. If E-Record revisions are required and completed, the 4-H member will not be eligible for end of year E-Record awards, but the satisfactory revisions will meet the completion requirement. Members that choose not to make the necessary changes to reach a score of 70% or higher will not meet the completion requirement.

## 4-H Project Completion Requirements

1. Participate in a 4-H related (subject matter or audience) demonstration or speech-arts presentation.
2. Participate in a 4-H sponsored community service activity. Click [HERE](#) for acceptable Community Service examples.
3. Complete an E-Record graded by club volunteer-leaders or other designated personnel as outlined in the above policies.
  - Dual enrolled members of agricultural programs for the purpose of completion, have the option to hand in either organizations record keeping documents.

**NOTE:** Clubs may have additional participation requirements for continued participation in their club and to maintain active status within the club. This is different and separate from county and state project completion requirements and may vary from club to club.

## Project Completion Enforcement

- Enforcement of completion requirements is handled by the El Paso County Extension 4-H Specialist(s) at the El Paso County Extension Office. Organizational Club Leaders must submit documentation, included in the [End of Year Report](#), of 4-H members who fail to complete their demonstrations and community service portions of the requirements.
- If a 4-H member fails to complete a project, the member may not enroll in that same project the following 4-H year.

# Specific 4-H Project Guidelines

## Cloverbuds Project

All Cloverbud members must enroll in the Cloverbuds project. Cloverbud members are not permitted to enroll or participate in any other 4-H project.

## Shooting Sports Project

### *Participation & Completion*

- Any 4-H member of 4-H age 8 or older may enroll and participate in the Shooting Sports project.
- 4-H members are invited to participate in the 4-H Consumer Science & General Project judging day in order to exhibit during the El Paso County Fair, as well as, the County Shooting Sports competition. However, neither contest is required for project completion.
- 4-H members must be enrolled in a shooting sports discipline; i.e., .22 pistol, .22 rifle, air pistol, air rifle, archery, muzzle loading, outdoor skills, shotgun, etc. to compete in that discipline.
- 4-H members may compete in all disciplines at county and state competitions subject to the requirements outlined in the [Colorado 4-H State Shooting Sports Rulebook](#) and El Paso County Fair Book.
- 4-H members must participate in an annual SQA (Shooter Quality Assurance) Training once per 4-H year.
- Regarding the .22 Pistol Project, 4-H Members must be 9 years old as of the start of the current 4-H year. Members must have at completed at least one project year of 4-H Shooting Sports that includes live fire range experience with a firearm or air gun.
  - Members must have written permission from parent or legal guardian to participate in this project in compliance with the Gun Control Act of 1968 and the Youth Handgun Safety Act of 1994.

## Colorado Division of Wildlife Hunter Safety Certification

1. A Hunter Safety certificate is mandatory to participate in the El Paso County 4-H Shooting Sports program. For hunter safety classes and fees, contact the [Colorado Division of Wildlife \(CDOW\)](#).
2. CDOW Hunter Safety certification is required to participate in the County and State Shoot Competitions.
3. **Once a 4-H member obtains a Hunter Safety Certification Card, the number and an image of the card must be entered and uploaded electronically to 4HOnline by the 4-H member, OR a copy submitted to the Extension Office (copy of front and back of card) by May 1. The card must be re-uploaded each year.**

## Animal Projects

Please note that violation of these requirements may result in disqualification of all animal projects for a given year.

### Primary Care of 4-H Animal Projects

- The 4-H member must provide the primary and continuous care of their project animal(s) from beginning to completion of the project.
  - Primary care means that the 4-H member enrolled in the project takes the majority of the responsibility for the project, with assistance from family members or 4-H volunteer-leaders.
  - There may be rare circumstances when 4-H members may not be able to provide the necessary care for the animal at a particular time; i.e., illness, short vacations, etc. On such rare occasions, another individual may be called upon to provide secondary care.
- It is recommended that there is at least a 60 day ownership period for Market Swine, Market Sheep, and Market Goat Projects. It is recommended that there is at least at least a 120 day ownership period for the Market Beef Project. Random checks may be conducted by the El Paso County Extension 4-H Specialist regarding care and feeding of project animals during the ownership period.
- The 4-H member should be the only individual to prepare and care for the project animal when it is being exhibited at the El Paso County Fair. If a 4-H member needs assistance for safety or educational reasons, another El Paso County Extension 4-H member (in good standing), immediate family members, or an El Paso County Extension 4-H volunteer-leader may provide it. If the 4-H member receives assistance, the 4-H member must be present, involved, and participating in the activity to learn from the teaching and instruction. The primary work should not be done for the 4-H member.
- Livestock animals must be housed within county lines. Unless they reside outside the county but have county membership then the animals can reside at their residence. Anything beyond that needs to have prior approval from the Extension Office.

### Animal Ownership

- Each 4-H member shall own their 4-H exhibit(s). 4-H members must be able to show ownership of market animals. Non-market animals may be co-owned or leased (dog projects cannot be leased).

### Leased Procedures

- Lease agreements are not authorized for market animals or dogs.
- A copy of the lease agreement must be uploaded in 4HOnline on **May 1 by 5:00 PM with Animal ID's**. This rule supersedes the animal ownership rule published in the County 4-H Policy regarding duration of ownership, all other stipulations are still applicable as outlined in the policy.
- If 4-H members choose to lease an animal, they must indicate that information on the [Animal Care and Housing Form](#).
- 4-H members may only lease two animals for project areas in which they do not already own those animals. For example, if you already own boer goats you may not lease a boer goat, but if you own boer goats and would also like to try dairy goats, you can lease a dairy goat.

### Animal Identification

- All 4-H market animals; i.e., animals produced for consumption, must be individually identified; i.e., ear tags or other identification, at the tag-in date published in the 4-H Newsletter. Tag-in establishes ownership. All market animals must be owned by the established tag-in date. The tag-in date is the only time animals can be nominated for the Colorado State Fair.

- All market beef, market sheep, and market goats must be retinal scanned for identification purposes facilitated and arranged by the El Paso County Extension Office.
- Animal ID's (breeding livestock, horses, miniature horses, dogs, cats, llama/alpacas, pygmy goats, utility goats, and dairy goats) must be uploaded in 4HOnline by **May 1 by 5:00 PM.**

### **Dog and Cat Vaccination Requirements (all required vaccines must be up-to-date as of current 4-H year)**

- Dog
  - Required vaccines include: Rabies, Distemper, and Parvo
  - Not required, but *highly recommended* vaccines include the Bordetella vaccine
- Cat
  - Required vaccines include: Rabies and FVRCP
  - Not required, but *highly recommended* vaccines include the Feline Leukemia and Feline Immunodeficiency Virus vaccines

### **Meat Quality Assurance Training Requirements**

1. All new and current 4-H members advancing to intermediate (11 years old) or senior (14 years old) 4-H members must complete a Meat Quality Assurance (MQA) workshop if enrolled in any goat, beef, sheep, swine, poultry or rabbit project(s). This must be done at least 45 days prior to the El Paso County Fair in order to be eligible to exhibit at the county and/or state fair(s). Proof of compliance must be submitted to the El Paso County Extension Office.
2. All 4-H members are required to attend a MQA training during their first year in a livestock project regardless of their age.
3. If the 4-H member is unable to attend an MQA workshop in El Paso County, the 4-H member may attend an MQA workshop in another county **OR** they may obtain a Youth for the Quality Care of Animals ([YQCA certification online](#)) or in person at their own expense. YQCA certification is only valid for 1 year and therefore the member will need to attend a Colorado MQA training the following year. A member cannot do YQCA in back to back years to satisfy MQA requirements at this time.
4. 4-H members enrolled in market and/or breeding livestock projects will complete and sign the Wholesome Meat Act Agreement at the El Paso County Fair. By signing the agreement, 4-H members indicate their understanding of and compliance with the Wholesome Meat Act and the Ten Good Production Practices; i.e., taught during MQA. Additionally, the consequences of failing to comply with the Wholesome Meat Act Agreement may result in removal from all 4-H livestock projects for the 4-H member /family. This agreement must be completed for each livestock project the 4-H member is enrolled in.

### **YQCA formerly Pork Quality Assurance (Market and Breeding Swine Project Members Only) and/or National Show Requirements for ALL SPECIES**

PQA certification has been replaced with YQCA (Youth for the Quality Care of Animals) which now includes all species. Members exhibiting market hog projects at state or national shows will be required to obtain an YQCA certification (each show will have their own requirements). This certification is only valid for 1 year. YQCA is available as an online program for youth everywhere in the United States and covers all species. YQCA in-person workshops may be available to youth where organizations have partnered with YQCA to have qualified trainers offer in-person workshops. YQCA certification is the responsibility of each individual exhibitor. YQCA may be required of all species at various national and regional shows. Please check individual show requirements if you plan to exhibit at the show. Meeting those requirements for YQCA will be the exhibitor's

responsibility.

## **Compliance with Colorado Laws**

In compliance with Colorado laws, the tampering with or drugging of livestock and/or sale of adulterated meat is prohibited for all 4-H members enrolled in a 4-H animal project. If legal charges are brought against any 4-H member, they will be suspended from participation in all 4-H livestock activities, pending resolution of those charges. If found guilty, the 4-H member will be prohibited by the El Paso County Extension 4-H Program from all livestock projects for one year and characterized as a member not in good standing.

### *Animal Forms and Guidelines*

1. **[Code of Show Ring Ethics](#)**

All 4-H animal project members and their parents must agree to the terms and conditions of the Code of Show Ring Ethics Agreement in order to exhibit at any county 4-H competitive event, including the El Paso County Fair. This needs to be completed one time annually regardless of the number of animal projects a 4-H member is enrolled in. Code of Show Ring Ethics Forms are signed in 4HOnline.

2. **[Animal Care and Housing Form](#)**

All 4-H animal project members and their parents must complete and sign the Animal Care and Housing form in 4HOnline and submit a hard copy to their leader. The hard copy Animal Care and Housing Form should be given to club leaders or sent to them via email. Club leaders then must submit these forms to the El Paso County CSU Extension Office.

\*\*4-H staff or 4-H superintendents may verify this information by conducting animal site visits\*

3. **4-H Humane Animal Care Guidelines**

[4-H Humane Animal Care Guidelines](#) must be reviewed and practiced by every person enrolled in 4-H animal projects.

4. **Helmet Policy**

A certified equestrian helmet with safety harness fastened in place is required in all classes and events, activities and practice sessions. See the [Colorado 4-H Youth Development Policies](#) for a full explanation.

# 4-H Contests, Competitions, and Fairs

## Exhibition and Contests

- Exhibition of 4-H projects in local, county or state fairs is considered a privilege and is voluntary on the part of the 4-H member.
- Exhibiting 4-H projects provides 4-H members with an opportunity for project evaluation, display for public appreciation, engagement in wholesome competition, and participation in an educational and social environment with peers.
- As project exhibition is a privilege, it is the 4-H member's responsibility to abide by all rules applicable to the respective 4-H project and exhibition. Not following the established guidelines of the projects will be grounds for exclusion from the exhibition.
- The El Paso County 4-H Fair Book lists 4-H project exhibition requirements. In order for 4-H members to exhibit at the El Paso County Fair, requirements must be met. 4-H members should check updated El Paso County 4-H Fair Book requirements in the most current El Paso County 4-H Fair Book, as there are few changes from year to year.
- Exhibition requirement for the Colorado State Fair can be found on the [Colorado State University Extension website](#).
- El Paso County Superintendents must be enrolled 4-H Volunteers and will serve a two-year term. They can be re-seated if no other qualified candidates apply for the position. There will be a Superintendent Committee that reviews and seats positions. The committee will consist of the 4-H County Specialist, 4-H County Director, and a Fair board member. The Fair Board will approve the 4-H Superintendents annually.

## Complaints at 4-H Competitive Events

Any complaint seeking restitution or compensation to a 4-H member must be presented in writing and follow the [Challenge to Policies and Procedures Regarding 4-H Events and Activities and Fair Treatment](#) instructions. The form must be accompanied by a \$100 deposit made in cash or by cashier check to the El Paso County Extension Office within 24 hours of the event. The complaint must state the name of the 4-H member, the exhibit or event in question, and the specific reason(s) for the complaint. The burden of proof resides with the party filing the complaint. The deposit will be returned if the complaint is upheld. The deposit will be forfeited to the El Paso County Extension 4-H Program if the complaint is not sustained. Complaints will be reviewed by responsible parties; i.e., the El Paso County Extension 4-H Specialist, 4-H Program Coordinator, and/or a 4-H Advisory Committee. Decisions made by the responsible party or parties are final. Costs incurred to resolve the protest will be paid by the protester if the protest is not sustained or by the 4-H member if the protest is sustained.

## Accommodations Form

Colorado State University Engagement and Extension and Colorado 4-H strive to make its programs and events accessible to all 4-H members who are otherwise eligible to participate in the activities. Please use this [Accommodation Form](#) to submit a request for accommodation.

- Please note that the Colorado 4-H Program has determined that the safe handling of livestock includes wearing pants and close toed shoes.
- No accommodations will be made for deadlines.

# 4-H Liability & Safety Policies

## 4-H Member and Volunteer-Leader Accident Insurance

The American Income Life Insurance policy carried for injury related accidents for 4-H members and volunteer-leaders is in *effect only during authorized* volunteer-leader supervised 4-H events. Only the 4-H members and volunteer-leaders who have enrolled and are active on 4HOnline are covered. The maximum amount of coverage per 4-H member and volunteer-leader is \$1,500. Insurance fees are included in the annual enrollment fee.

## 4-H Event Plans

Event plans must be filled out for **every** 4-H activity (i.e. club meetings, project meetings, officer meetings, community service, fundraising event, marketing event, field trip, etc) by volunteers leading or organizing the event. They should be submitted two weeks before the event date. The **link for the event plans** is below: <https://docs.google.com/forms/d/e/1FAIpQLSsexm87IkZYQ26OaAsoleVTq3sZ7kMASEUzZwD8VHqOqFOxHQ/viewform>

## Liability Insurance

Volunteers participating in official 4-H activities are protected from liability for injuries to others (person or property) by the self-insured liability program of the State of Colorado as long as acts of the volunteer are not willful and wanton.

## Special Event Insurance

Special event or activity (tours, day trips, travelling outside of the state, one-day camps, events which are open to the children outside of 4-H, etc.) insurance is also available on a per-day basis. Please fill out the [special event insurance form](#) online. Volunteer-leaders are responsible for completing insurance forms and paying necessary fees. **NOTE:** All forms of insurance used by El Paso County Extension is supplemental insurance. It will not cover pre-existing conditions and may not pay all medical costs.

## Chaperoning at 4-H Events

See the [Colorado 4-H Youth Development Policies](#) for more information on Chaperoning at 4-H events. Chaperones must be at least 21 years old.

## 4-H Dress Code

See the [Colorado 4-H Dress Code](#).

## 4-H Members Driving Policy

See the [Colorado 4-H Youth Development Policies](#) for more information on the 4-H members driving policy.



## Child Protection

- El Paso County Extension 4-H staff, 4-H volunteer-leaders, and youth volunteers are expected to report suspected or observed child abuse or neglect.
- When there is reasonable cause to suspect abuse or neglect, the person who has observed the behavior must report to the Organizational Club Leader and to the El Paso County Extension Office within 24 hours.
- Individuals reporting in good faith are provided immunity from civil or criminal liability.

## Alcohol and Drugs

The El Paso County Extension 4-H Program has no tolerance for the possession or use of alcohol or other illegal drugs; i.e., any chemical, forbidden by Federal and State laws, that affects the human body or mind when swallowed, breathed in, and/or consumed in another way, at 4-H events. 4-H prohibits the unlawful distribution, dispensation, possession, or use of controlled substances, illegal drugs; e.g., marijuana, and alcohol by youth or adults. For more information, please see the Colorado State University Extension Alcohol [Brochure](#) and [Policy](#) documents.

## Contracts

### **4-H volunteer-leaders should never sign contracts for any engagement, including the use of facilities.**

Volunteer-leaders are prohibited from signing contracts on behalf of El Paso County Extension or the El Paso County Extension 4-H Program. If a volunteer-leader needs to have a contract signed, the El Paso County Extension Office must be contacted. El Paso County Extension 4-H staff will assist with getting the contract signed.

In the state of Colorado, it is illegal for a minor to sign a legally binding contract even if the individual's parent or guardian also signs. Parent(s) and/or guardian(s) should be the only signing parties on contracts that are intended to be legally binding; e.g. if individuals are leasing horses to 4-H'ers. It is permissible to have an agreement between El Paso County Extension, 4-H, Colorado State University Extension, and El Paso County Extension 4-H members regarding behavioral expectations of the youth, as they relate to the care and treatment of animals, keeping records, and exhibiting at the fair.

## 4-H Media Policy

Outside entities (example, El Paso County Fair, Sale Committee, news media outlets, etc.) that wish to interview, photograph, and/or solicit comment from active members of the El Paso County 4-H Program are expected to communicate with the El Paso County Extension Office to best protect youth members, and best represent youth, parents, and the CSUE/4-H Program in a fair, accurate, and legal manner while protecting the brand and reputation of the institution.

## Social Media

Please contact the El Paso County Extension 4-H Office for policies regarding the use and application of social media including but not limited to the El Paso County Extension website, Facebook, Instagram, and YouTube. Please also refer to the [Colorado 4-H Guidelines for Social Media](#).

## Snow/Inclement Weather

If any large scale events or programs are cancelled due to weather, all those affected will be contacted via email. Clubs are urged to make decisions regarding bad weather conditions and communicate that decision to all club 4-H members.

# Communication

## 4-H Club Support

4-H Staff is available to help new volunteer-leaders get started and answer questions about projects, enrollments, chartering, club meetings, and more. Those interested in becoming a volunteer-leader should schedule a time to come into the El Paso County Extension Office to ask questions, review project manuals, and receive assistance with completing forms.

## 4-H Newsletters & BAND APP

- 4-H members and their families should read all 4-H Newsletters and E-Blasts, and emailed information from club volunteer-leaders and the El Paso County Extension Office.
- 4-H Newsletters will be emailed as well as posted on the El Paso County Extension website.
- Newsletters will not be mailed. If a family does not have access to email, they should make arrangements with the Extension office or with their club volunteer-leader to receive a copy of the 4-H Newsletter. Copies are available for pick up at the El Paso County Extension Office.
- A secondary source of communication can be found on joining the BAND APP. Please reach out to the extension office for more information.

# Contact Information

The 4-H staff at the El Paso County Extension Office is dedicated to providing helpful service. To best meet the needs of 4-H members, volunteer-leaders, and the community, the El Paso County Extension Office asks that individuals call in advance with questions, concerns, requests, or to schedule an appointment with the El Paso County Extension 4-H Specialist. Due to El Paso County security procedures, all visitors must check in at the front reception desk and the appropriate 4-H staff member will be notified for assistance.

## El Paso County Extension Office

17 N Spruce Street, 2<sup>nd</sup> Floor  
Colorado Springs, CO 80905

- Office hours: Monday - Friday, 8:00 AM – 5:00 PM; Closed daily from 12:00 pm- 1:00 pm
  - Closed holidays
- Phone: 719-520-7698
- Email:
  - Emily Green 4-H Youth Development Animal Science Specialist
    - [Emily.Green@colostate.edu](mailto:Emily.Green@colostate.edu)
  - Jen Loewen 4-H Youth Development Specialist
    - [JenniferLoewen@elpasoco.com](mailto:JenniferLoewen@elpasoco.com)
  - Shawna Lamothe 4-H Administrative Assistant
    - [Shawna.Lamothe@colostate.edu](mailto:Shawna.Lamothe@colostate.edu)
- Website: <https://elpaso.extension.colostate.edu/about-4-h/>

## References

1. <https://www.nae4hydp.org/news/462900/First-Step-in-4-H-The-4-H-Cloverbud-Program.htm>

NAE4HYDP, July 16, 2019 - *The First Step in 4-H? The 4-H Cloverbud Program*

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