

# Washington State 4-H Youth Development Program Policy

## INTRODUCTION

4-H is the youth development program of Washington State University Extension. As the largest youth development organization in Washington, 4-H reaches nearly 80,000 young people. The 4-H Youth Development Program helps young people and adults put knowledge to work in all of Washington's 39 counties, cities, and towns.

4-H teaches life skills that lead young people to become self-directing, positive, contributing members of our society. These life skills include positive self-esteem, effective communication, a sense of responsibility to oneself and one's community, sound decision making, and a strong sense of belonging. These skills give young people the tools necessary for successful adulthood. The 4-H mission is reached through a number of delivery methods that relate to the total concept of youth development.

The 4-H Youth Development Program is a partnership between federal, state, tribal, and local governments, Washington State University, the United States Department of Agriculture, professional staff, volunteers, and youth.

This statement of program policy clarifies roles and constitutes a working agreement for youth development. The following policies are in effect for all persons associated with the Washington State University Extension 4-H Youth Development Program. 4-H is the administrative responsibility of Extension's State Program Director for 4-H Youth Development. A county may have policies more restrictive than the state policies, but not less restrictive.

Washington State 4-H members, parents and families, professionals, and volunteers are expected to conduct themselves in a courteous, ethical, and respectful manner, and provide a positive role model for others. All are expected to respect, adhere to, and

consistently enforce the rules, policies, and guidelines established by their individual county's 4-H program, the Washington State 4-H Youth Development Program, and Washington State University Extension.

Youth, parents, volunteers, professionals, and other adults will exercise ethical decision making based on the agreed-upon values of trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

Discrimination in the 4-H Youth Development Program because of race, color, religion, national origin, gender, disability, or sexual orientation is contrary to the purposes and policies of Extension, WSU, and the USDA, and violates the spirit and intent of civil rights laws. WSU Extension 4-H Youth Development has a responsibility, when requested, to make reasonable accommodation for persons with disabilities and ensure that its programs do not discriminate. WSU shares responsibility in this effort with county, state, tribal, federal, and private partners.

## MEMBERSHIP

1. Membership in 4-H is open to youth in kindergarten who have reached their 5th birthday before January 1 of the current 4-H year, through those in the 12th grade or who have not reached their 19th birthday before January 1 of the current 4-H year. Special Education youth older than 19 may enroll with approval of the county 4-H agent.
2. The following groups are identified for special programs and activity participation within the 4-H Youth Development Program:

Primary: K–2nd grades  
 Junior: 3rd–5th grades  
 Intermediate: 6th–8th grades  
 Senior: 9th–12th grades

3. Members must be in the 3rd grade and have reached their 8th birthday by January 1 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 projects using firearms.
  - Enrollment in projects using motorized vehicles.
  - Enrollment in food preservation projects using hot water bath or pressure canning methods.
4. Primary members may enroll in a pygmy goat project under GBGC, Novelty Goats; and in GBHG, Horseless Horse Project. They may participate in noncompetitive situations.
5. Marriage and/or parenthood are not a barrier to 4-H membership, provided other membership requirements are met.
6. 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 line enrollment.
7. 4-H members transferring from one county to another are accepted by that county and given full credit for their past 4-H work or achievements.
8. Individual 4-H members must be enrolled through the County Extension Office and the Washington 4-H State Office to participate in statewide functions.
9. Funds may be collected to cover the cost of supplies and materials or user, conference, and event fees. Counties may charge a voluntary, nominal fee for program operation. Collecting this fee must not be a barrier to membership enrollment.

## ORGANIZATION

1. 4-H delivery modes include:
  - a. **Organized 4-H Club**—an organized group of youth, led by an adult, with a planned program that is carried on throughout all or most of the year. 4-H clubs may meet in any location and typically have elected officers and a set of rules approved by the membership to govern the club.
    - i. *Community clubs* typically meet in the evenings or on weekends and offer self-chosen multiple learning experiences and activities.
    - ii. *In-school clubs* meet during school hours and have officers and planned activities beyond school enrichment.
    - iii. *4-H after-school clubs* are organized within child care settings and include officers and planned activities.
    - iv. *Military 4-H clubs* are organized by the Armed Forces, often on military installations, and principally for military dependents.
  - b. **Special Interest/Short-Term Programs**—a group of youth meeting for a specific learning experience that involves direct teaching by Extension staff or trained volunteers, including teachers. The program is not part of school curriculum.
  - c. **4-H Camping**—youth taking part in an Extension-planned educational experience of group living in the out-of-doors.
    - i. *Overnight camping* includes being away from home at least one night (resident, primitive, or travel camping).
    - ii. *Day camping* consists of multiple-day programs, with youth returning home each evening.
  - d. **School Enrichment**—groups of youth receiving a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. Involves direct teaching by Extension staff or trained volunteers, including teachers.
  - e. **Individual Study/Mentoring/Family Learning**—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.
  - f. **School-Aged Child Care Education**—educational programs 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.

- g. **Instructional TV/Video**—learning experiences through Extension via broadcast, TV, satellite, or videotape replays of such series.
  2. 4-H enrollment constitutes a minimum of six hours of contact.
  3. The 4-H program year is October 1 through September 30.
  4. Funds raised by a 4-H club or group must be carefully accounted for and used only to directly support the 4-H program as outlined in C0231, *Treasurer's Book*. Audits are due January 31 to your County Extension Office. Audits can be required at any time by WSU Extension.
- If raffles or bingo-type games are used to raise money, follow the guidelines for conducting these activities issued by the State Gambling Commission. Copies are available at the County Extension Office or online at <http://www.wsgc.wa.gov/>.
5. WSU Extension Child Protection and Child Abuse Prevention Volunteer Application and Procedures:
    - a. All new Extension volunteers who work with youth, including host family members and chaperones, will be screened. Re-screening may be conducted at any time.
    - b. Volunteers are expected to be familiar with C1001, *Child Abuse: Information for Washington State University Extension Faculty, Staff & Volunteers*, and disclosure and reporting procedures.
  6. Working with youth in the WSU Extension 4-H Youth Development Program is a privilege. Volunteers are to be positive role models. Volunteers must sign, and are expected to abide by, the behavioral guidelines in C1000, *A Valuable Partnership*. Volunteers serve at the pleasure of the University and may be dismissed at any time.
  7. All new leaders must complete appropriate training during their first year based on the volunteer training modules. Counties may require project training or other types of training.
  8. Categories of adult volunteers include:

County Extension offices, in cooperation with the State 4-H Program Director, are responsible for all funds generated using the 4-H name and emblem. Funds raised and properties acquired in the name of 4-H must continue to be used for that purpose even if the original 4-H unit disbands. Funds cannot be divided among group members for personal gain. Acceptable alternatives are to disburse assets to the County 4-H Council, or the Washington State 4-H Foundation, a private foundation created expressly to raise funds to support 4-H programs throughout Washington State.

## VOLUNTEER STAFF

1. Volunteer staff include adults and youths in leadership and support roles.
  2. 4-H members can provide volunteer leadership through the 4-H Leadership Project and by enrolling as a Youth Leader.
  3. An adult volunteer must be at least 18 years old and not an enrolled 4-H member.
  4. Potential 4-H volunteers apply by completing the WSU 4-H Volunteer Application Form.
- Local Leadership**
- General/Organizational Leader—assumes primary responsibility for a 4-H 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.
  - Resource Leader—serves a club/group as a source of expertise, an advisor, or in another resource capacity.
- County or Area Leadership (Middle Management)**
- 4-H Service Leader—works with other 4-H leaders in an area or county to promote 4-H, help new clubs get started, and recruit and train 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.
9. Volunteer Liability. All 4-H leaders must individually enroll through the County Extension Office and the Washington 4-H State Office in order for WSU to assume responsibility for liability protection for adult volunteers.

Adult volunteer leaders are protected under the state of Washington tort claims law for university volunteer leader liability and will be defended whenever an action or proceedings for damages are instituted arising from their acts or omissions while performing, or in good faith purporting to perform, their official volunteer duties.

Adult volunteers are expected to act in good faith and without negligence in the performance of their duties in order to minimize any chance of creating a university liability.

Volunteer leaders may participate in the Department of Labor and Industries medical aid program. Participation allows an injured volunteer's medical expenses to be paid by the Department of Labor and Industries.

The coverage described above does not apply to leaders who are group-enrolled.

10. Animal Disease Diagnosis and Treatment. 4-H volunteers, as representatives of Washington State University, are expected to act within the policies and guide lines of the 4-H Youth Development Program. 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.
11. 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; teen leaders must be at least 14 years old.

## ACTIVITIES AND EVENTS

1. Activities and events are open to all youth who meet the eligibility requirement for a specific event or activity.
2. A chaperone is someone who will have independent supervision of a 4-H youth/member over-

night. 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 4-H volunteers who have successfully completed the screening process. The expected adult to youth ratio is 1:10.

3. Showmanship is a required educational activity for all 4-H youth who show animals in 4-H classes at community fairs, county fairs, State 4-H Fair qualifying events, youth shows, and State 4-H Fair.

## ANIMAL MANAGEMENT AND OWNERSHIP

1. 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.

2. 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.
3. Two 4-H members may jointly care for and show one animal. These two 4-H members may not compete in the same class or lot at an event.
4. 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:

Equine—90 days

Market Beef—120 days

Breeding Beef—90 days

Llama—90 days

Dairy (except Dairy Heifer Replacement)—90 days

Dairy Heifer Replacement—60 days  
Goat—60 days  
Sheep and Swine (Breeding and Market)—60 days  
Cats—60 days  
Cavies—60 days  
Dogs—60 days  
Rabbits and Poultry—45 days

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

5. Showing horned animals:
  - a. Market steers must be polled or dehorned; healed or regrowth must not extend more than two inches from the hairline. Horned breeding animals must have the horn tips covered as a safety precaution.
  - b. Goats entered in market and showmanship classes must be polled or dehorned. Horned animals in breeding classes must have the horn tips covered as a safety precaution.
  - c. 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.
  - d. No horned dairy goat animals are allowed.
6. Showing unaltered male breeding animals: beef bulls may be exhibited if born in the current 4-H year (Oct. 1 to Sept. 30); rams under 24 months; swine boars under 6 months; buck goats under 6 months; and yearling equines under 12 months of age may be shown by 4-H youth.

## SAFETY

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.
2. Rodeo Project. The 4-H Rodeo Project is a skill building project. The Washington State University 4-H Program encourages youth to learn and develop their roping and riding skills as outlined in EM4637, *4-H Rodeo Project*. However, because of

safety issues, the Washington 4-H Program, its faculty, staff, volunteers, or clubs will not sponsor or co-sponsor rodeo events.

3. Bicycle Helmets. All youth participating in 4-H bicycle activities must wear a properly fitted and secured helmet meeting ANSI Standard Z90.4.
4. Challenge. UIAA approved climbing helmets will be worn by all persons involved in or around high challenge course elements when participants are on the course.

UIAA approved climbing helmets will be worn by all persons on site-based low and high challenge courses, after they leave the staging area, and while they are actively engaged in challenge course activities. The exception is the faller on the platform trust fall must remove the helmet before the fall.

Climbing harnesses will be used on all high course elements.

Facilitators who lead challenge activities as part of the WSU 4-H program must have received WSU approved training.

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 State 4-H Office.

## RELATIONSHIPS

1. Funds for awards may be accepted from donors on a local, county, district, and 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.
2. Use of the 4-H name and emblem is governed by congressional action and supplemental administrative policy. 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 Director. 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.

3. 4-H/FFA. There is a Memorandum of Understanding between the WSU Extension 4-H Program and the Washington Future Farmers of America (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 Washington State University Extension 4-H Youth Development Program.

4. 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.

4-H curriculum used for such programming is 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.

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