

Project Books:

Club orders are due by April 15th and are only tax free if purchased with a club check and a Blanket Certificate. Blanket Certificates are available at the Extension office.

Any member enrolling in a Self-Determined project must declare their project to the Extension Office in writing and have it approved by April 15th.

Members may purchase additional project and/or resource books at the Extension Office any time. These purchases are not tax free.

III. Adult Volunteers

1. All adults who wish to become 4-H volunteers must complete the Ohio State University Extension screening process before April 1 of the current year before they can volunteer with a club.
 2. *A person no longer eligible for 4-H must wait one year from the time they age out of 4-H until they may apply to be a 4-H volunteer.*
 3. There will be two types of 4-H volunteers:
 - a. 4-H Advisor Volunteer – a volunteer who is associated with a specific club.
 - b. General 4-H Volunteer – a volunteer who is not associated with a club but rather assists with county activities and events such as project judging, 4-H camp, QA, style review, etc.
 4. Volunteers must submit an annual advisor/volunteer enrollment form by April 15. Failure to do so will result not being a volunteer for that year and in repeating the Ohio State University volunteer screening process.
 5. All volunteers shall fully comply with Ohio State University's Standards of Behavior agreement and the Geauga County 4-H Volunteer Agreement at all times.
 6. Each volunteer must participate in a minimum of two volunteer developmental trainings per year.
 7. Each volunteer must comply with Policy 1.50 and fulfill annual OSU Child Abuse & Neglect training to maintain their volunteer status.
- * **Article I, II, and III are required for eligibility of year end awards.**

IV Fundraising

The Geauga County Extension Office must approve all fundraising events. No Games of Chance or Gambling fundraisers permitted.

V General Operation

All county owned education materials (books, videos, games, skill-a-thons kits, etc.) are a county resource and will be housed in the Geauga County Extension Office for all clubs, committees and members to access by a library check out system. Entities will be held responsible for checked out items. Failure to return items or items that are returned damaged or with missing parts, can result in a loss of participation eligibility, club probation, and/or payment for item(s).

VI State Operational Procedures

1. This guideline has been established to meet the specific needs within Geauga County. Ohio State University 4-H Program Policies and Procedures must also be followed. These can be found at www.ohio4h.org/policies

12/2017

Geauga County 4-H



Operating Policies & Guidelines

2018



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

geauga.osu.edu

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity

I. 4-H Membership

Member Enrollment

All enrollment forms are due by April 15th at 4:30pm. Forms must contain original signatures.

Types of Enrollment

Cloverbud – Age 5 (as of January 1) AND in Kindergarten through 2nd grade.

Project Member – Age 8 (as of January 1) AND in 3rd grade through age 18.

Associate Members – An associate 4-H member is one who joins 4-H after the April 15th deadline. Associate members are not allowed to take any 4-H project, compete in county or state shows, contests, or events, or participate in Jr. Fair. However, associate 4-H members are allowed to partake in club meetings and club activities, community service projects, and county based educational clinics. Associate members are not eligible for year-end awards or yearly member certificates and pins.

Cross County Member – individual who does not reside in Geauga County but would like to participate in the Geauga County 4-H program. A cross county request form needs to be filled out and submitted to the Extension Office by April 1st to be considered for cross county membership.

All members must submit a yearly enrollment form complete with project information by April 15th. Projects may not be changed or added after the April 15th deadline.

4-H Requirements

1. All members must complete a new project record book each year.
2. Members must attend 50%** of local club meetings to be eligible to participate in county, regional, and state 4-H events.

*This does not include special club events, trips, etc. Members who fail to attend 50% of meetings will be ineligible for Jr. Fair and current 4-H projects will not be considered complete. ** Committees and individual clubs have the right to increase the required meeting attendance, but no committee or club may set the meeting limit under 50%.*

3. Member must adhere to the 4-H Code of Conduct at all 4-H events.
4. Member must meet all 4-H requirements to be eligible for end of year awards.
5. All animal projects must be in the possession of the 4-H member by June 1st.

Project Completion

1. Meet all club & species committee requirements. i.e. attendance, participation, fundraising, community service, etc.
2. Complete project record book(s).
3. Complete project judging by yearly date.
4. Complete Quality Assurance, Horse Safety & Ethics, etc. (if applicable).

* Failure to fulfill any of the project completion requirements results in an incomplete 4-H year and ineligibility for Jr. Fair as a 4-H member.

Junior Fair Participation

Members must meet all 4-H club and county requirements, complete their project, and meet all Jr. Fair mandatory requirements in order to be eligible to participate in Junior Fair.

II. Club Organization

1. A club must hold a minimum of 8 business meetings per year. This does not include special trips or special events. All business meeting minutes must be included in the club's secretary book.
2. There shall be a local club organization with the necessary officers and duties. Club meetings are to be conducted by the club officers with guidance from volunteer advisors.
3. Each club treasurer and secretary shall submit their officer books to the Extension Office by October 1st. Failure to do so results in club probation for the following year.
4. Clubs must consist of at least five youth members from three different families.
4. Clubs shall submit a club Year End Financial Report by January 31st for the previous calendar year.
5. Each year a 4-H club must submit a copy of their current by-laws by April 15. It is the club's responsibility to review their existing constitution and by-laws as a club and make any necessary changes. The Extension office will not accept calls/emails stating "just use last years, we didn't make any changes". It is very important that your clubs review its constitution and by-laws each year. This is a requirement to stay a chartered 4-H club. Clubs should keep a copy of their constitution and by-laws in the secretary's book and with the organizational advisor.
6. All existing clubs need to be chartered and new clubs can be chartered while they are forming. Charters are issued on a yearly basis. In order to be a "4-H Club", the minimum standards must be met. A Club that does not meet the standards will be given a period to work on meeting the requirements. The 4-H Educator and the Charter Review Committee/Advisory Committee will help you understand what steps need to be taken to meet the requirements. For example, you may be directed to county or State 4-H volunteer training to acquire an understanding of different aspects of 4-H and positive youth development programs. Only chartered clubs are granted permission to use the official 4-H Name and Emblem from National 4-H Headquarters at the Cooperative State Research, Education and Extension Service (CSREES) within the United States Department of Agriculture.
7. For regular club meeting absences:
 - Excused absences may be given at the direction of the club advisor(s), with notification prior to the missed meeting.
 - Each club may determine its own policy for handling absences.
 - Individual clubs will determine make-ups (if any) for excused absences: ideas for make-ups include but are not limited to the member making a report or demonstration to the club; member attends a county, regional, state or national event and does a program for the club. For further ideas consult with the Extension Office.
 - Unexcused absences cannot be made up.
8. Clubs are strongly encouraged to purchase an annual insurance policy.
9. Any club/4-H promotional and/or educational materials distributed to the public must be approved by the Extension Office and contain OSU Branding. (Only exception: Window Display Contest items/materials)