



# New Mexico 4-H

## Policies and Procedures Handbook

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(Revised 2007)

Cooperative Extension Service  
Helping You Put Knowledge To Work

New Mexico State University is an equal opportunity/affirmative action employer  
and educator. NMSU and the U.S. Department of Agriculture cooperating.

**New Mexico 4-H  
Policy and Procedure Handbook**

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**Special Note:**

Thank you to all the New Mexico Agents who put many hours into reading, proofing, and advising the State 4-H Staff on the revision of this Handbook. Many helpful suggestions were received and included. If your suggestion(s) were not incorporated, there was no intentional effort to ignore or discredit your suggestion. All comments were thoroughly discussed and interpretation of concerns was made with the best interests of the entire program taking precedence.

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## **STATEMENT OF 4-H YOUTH DEVELOPMENT POLICIES AND PROCEDURES**

Program Authority: This handbook expresses the policies for the administration of the New Mexico 4-H Youth Development Program. Additional policies and procedures may be implemented under county-based programming in accordance with State 4-H Policies and Procedures.

These policies and procedures are here to help you comply with NMSU official policy and procedures manual found on the University web page at <http://www.nmsu.edu/manual/>.

### **NEW MEXICO 4-H VISION**

The vision of the New Mexico 4-H Youth Development program is to develop all New Mexico youth to become productive citizens and leaders for positive change.

### **NEW MEXICO 4-H MISSION**

The mission of the New Mexico 4-H Youth Development Program, the youth development program of the New Mexico State University Cooperative Extension Service is to provide youth the opportunities to acquire leadership, citizenship, and life skills. New Mexico 4-H programs are based on the 4 concepts of positive youth development which are belonging, mastery, independence, and generosity.

#### **In support of this effort, 4-H will:**

1. Provide formal and non-formal community-focused experiential learning,
2. Develop life skills,
3. Foster leadership, citizenship, volunteerism and career exploration in youth and adults,
4. Build internal and external partnerships for programming and funding,
5. Strengthen families and communities and
6. Make use of research-based knowledge through the land-grant university system.

Authority for the 4-H program policy is held by Extension personnel whether at the county or state level, and is administered by the Director of the New Mexico Cooperative Extension Service.

4-H Advisory Committees, New Mexico 4-H Leaders Association, New Mexico Association of Extension 4-H Agents, County Parent-Leader Associations, County and State 4-H Councils and other organizations serve in an advisory capacity and give direction to 4-H program efforts. The authority to establish and administer such groups is held by New Mexico State University Cooperative Extension personnel at the county and state level.

This program is sponsored jointly by New Mexico State University, United States Department of Agriculture and county government units.

## **TERMS OF AUTHORIZATION**

All 4-H programs are initially authorized by the Cooperative Extension Service. Continued authorization is contingent upon compliance with county, state and national policy. Authorization includes use of the 4-H name and emblem. Permission to start any 4-H program must be obtained from County Extension Personnel responsible for 4-H.

There must be a written agreement between the individual, organization, or group to whom authorization for use of the 4-H name and emblem has been granted, and the designated persons responsible for granting authorization at the appropriate level of geographic jurisdiction. For 4-H clubs the written agreement is in the form of the 4-H Club Charter. For outside entities wanting to use the name or emblem a letter or other documents devised by responsible units of the Cooperative Extension Service at the state or county levels must be on file. See pg. 37.

Programs for 4-H members and 4-H leaders are non-discriminatory and are available to anyone regardless of race, color, national origin, gender, age, religion, disability or sexual orientation. (See Age Requirements for target age groups for specific programs.)

## 4-H MEMBERSHIP REQUIREMENTS

4-H programming in New Mexico addresses the needs and interests of young people. Any boy or girl age 5 to 19 who enrolls in the 4-H Youth Development Program of the Cooperative Extension Service is a 4-H member. The 4-H program year is October 1 through September 30. The following guidelines address specific age requirements for the 4-H program:

Ages and Stages (effective October 1 2006)

**Cloverbuds:** This program provides experientially-based "learn by doing" experiences for 5-8 year olds. The member must have passed her/his 5<sup>th</sup> birthday and be in kindergarten but not have passed her/his 9<sup>th</sup> birthday prior to January 1 of the current 4-H program year. Children may participate in a variety of approaches. Programming is developmentally appropriate and involves the following components:

1. Non-competitive cooperative activities.
2. Self-esteem and social interaction settings,
3. Exploration of skills and interests,
4. Group recognition for participants and
5. Involvement of parents and/or other significant adults.

**Novice:** Ages 9 to 11. A 4-H member must have passed his/her 9th birthday or be 8 years old and in third grade but not have passed his/her 12th birthday prior to January 1 of the current 4-H program year.

**Junior:** Ages 12 to 13. A 4-H member must have passed his/her 12th birthday but not have passed his/her 14th birthday prior to January 1 of the current 4-H program year.

**Senior:** Ages 14 to 19. A 4-H member must have passed his/her 14th birthday but not have passed his/her 20th birthday by January 1 of the current 4-H program year.

**Rodeo:** Rodeo age requirements still must meet the January 1 rule described above, but vary slightly from other 4-H programs:

|         |               |
|---------|---------------|
| Novice: | 9 - 11 years  |
| Junior: | 12 - 14 years |
| Senior: | 15 - 19 years |

Special Education youth older than 19 may enroll with the approval of the county 4-H agent.

- Members must be enrolled by their county enrollment deadline or no later than May 1 of the current 4-H program year, whichever comes first, to participate in

- state level competitive 4-H events. Participation in non-competitive events at club and/or county level is at the discretion of the county 4-H agent. Provisions for enrollment in special interest and school enrichment groups are determined by the county 4-H agent.
- Marriage and/or parenthood are not a barrier to 4-H membership, provided other membership requirements are met.
- 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 any project in two different counties at the same time. Bordering counties may determine local guidelines for cross-county line enrollment.
- 4-H members transferring from one county to another are accepted by that county and given full credit for their past 4-H work and achievements.
- If special circumstances arise, accommodations are at the discretion of agents in the two counties involved, in accordance with existing policies.

## **STATE AND NATIONAL AGE DETERMINATION**

State and national contest age requirements may differ. For clarification of age requirements for a specific contest, refer to the national contest rules for that contest. Eligibility at state does not guarantee eligibility at national contests. Visit the NM state 4-H web site for more information. [http://: nm4h.nmsu.edu](http://nm4h.nmsu.edu).

## **NATIONAL CONTEST ELIGIBILITY**

Counties that win a state contest are eligible to attend their respective national contest. If for some reason a team member cannot attend the national contest a replacement may be made by the county 4-H Agent. One team member may be replaced on a team. These team members must have gone through a county elimination and have participated in the state qualifying event. Under no circumstances may two members be replaced as that would not be considered the same team that won the state event. Each team member must be enrolled in the county they are representing in the National contest. National contest eligibility is determined by the rules of the specific contest. For example if a team member has participated in a national contest and the rules state that a member can only participate in the national contest once then the member will be ineligible to participate in that national contest again. If the national contest allows a team member to return to that national competition, the member must be a member of the state winning team.

## **PARTICIPATION IN OTHER THAN COUNTY OF RESIDENCE**

A 4-H member may be enrolled in only one county.

4-H members are encouraged to participate in the county 4-H program where they reside. Participation in a county 4-H program outside the county of residence should be taken with careful consideration because of potential problems. Also, it is suggested that an entire family select the county they will participate in rather than having family members enrolled in two or more counties.

Youth who wish to enroll in a county other than their county of residence must, before actually enrolling, notify the Extension Agents in BOTH counties involved. County fair regulations may stipulate that exhibitors must reside within county boundaries. Such county fair rules should be investigated prior to enrollment.

Participation in a special-interest group program sponsored in a county other than the youth's county of residence is allowable as long as the youth participates only in those activities directly related to the special-interest program and does not participate in the same activities in their county of residence or in any other county.

## **PARTICIPATION IN OTHER THAN STATE OF RESIDENCE**

4-H members are encouraged to participate in the state where they reside. If there is no 4-H club in the vicinity offering projects of the member's choice, the member may  
Continued on the next page  
participate in another state's program. Members should consider this decision carefully because of the potential for problems. Members, who wish to enroll in another state must, before actually enrolling, notify the County Extension agents in BOTH states involved. Under no circumstances may they enroll in both states at the same time, unless there is mutual agreement with BOTH County Extension Agents and unusual circumstances prevail such as a shared custody situation in two states.

## **INDEPENDENT 4-H ENROLLMENT**

Participation in organized 4-H clubs is the preferred method of membership and should be encouraged. Enrollment as independent members should be the last choice after every reasonable effort has been made to join a 4-H club.

A youngster enrolling for the first time as an independent 4-H member may do so under the following circumstances. (The final determination for allowing independent 4-H enrollment is with the local county 4-H agent):

1. Distance to an organized 4-H club is so great that transportation costs and travel arrangements would be prohibitive.

2. No 4-H club exists in the vicinity that offers the 4-H project in which the youth wishes to enroll and all reasonable attempts to start a club have failed.
3. A 4-H club exists in the vicinity but does not have room to enroll the youth. (This provision must be on a non-discriminatory basis.)

## **MEMBERSHIP COMPLETION REQUIREMENTS**

To assure a degree of uniformity, the following statewide club completion requirements have been established for Novice, Junior and Senior members. Each requirement pertains to the current 4-H program year. All requirements must be enforced uniformly.

1. A member shall attend at least 40% of all club meetings and activities.
2. A member shall be involved in at least one leadership experience at the club or county level such as giving a demonstration or illustrated talk or public speech, or serving on a committee, or as a club or county officer, or as a junior or teen leader.
3. A member shall be involved in at least one citizenship activity to help others.
4. A member may complete record sheets in accordance with their abilities to receive a completion pin. (Completion requirements are to be determined by club leaders and /or Extension agents in the members' county.
5. Project award pins should be based on record book completion.

The above are minimum statewide requirements for the club members in the 4-H Youth Development Program. Local clubs and/or county programs have the right to establish and enforce more stringent policies, which must be in writing and approved by the local County 4-H Council.

If Club and/or County policies are developed, these policies must meet the following criteria:

1. Affirmative action guidelines are complied with. (See page 3 under Terms of Authorization).
2. Members are involved in determining requirements.
3. Requirements are incorporated into club and county by-laws and filed with the County Extension Office. If there is a change in the club or county by laws the revised by laws must be filed with the county 4-H office, and a new charter requested by the club leader. See pg. 41 for sample bylaws.
4. All members are responsible for being familiar with the club requirements.
5. All members are given prior notice when membership privileges will be affected by the requirements.

6. Policies are approved by the County Extension 4-H Agents prior to implementation.
7. Club secretaries' records are kept as official documentation of compliance with the requirements.
8. The levels (club or county) at which the requirements are established take responsibility for their enforcement.
9. The club and/or county do not require a member to be present at more than 50% of club/county functions.

### **SPECIAL INTEREST DELIVERY MODE**

In order to meet the requirements of 4-H Special Interest programming, the following criteria is established:

1. Every effort must be made by the participating adults to help youths understand from the outset that they are participating in a 4-H program. Participating youth are 4-H members and will be enrolled through the 4-H computer enrollment system.
2. A minimum of six contact hours must be made with the youth audience.
3. The program must consist of planned educational objectives that can be evaluated.

A planned follow-up to be conducted is recommended to encourage youth to take advantage of additional 4-H opportunities within the 4-H youth development program.

### **SCHOOL ENRICHMENT DELIVERY MODE**

4-H School Enrichment groups can be established if school administration and the classroom teacher are supportive. The group focuses on a subject matter topic. Topics can include any of those projects pursued by club members, in addition to those specifically designed for shorter term involvement. Adult leadership can be provided by the classroom teacher, county extension agent, teen and adult volunteers, other community volunteers or a combination of these individuals.

### **4-H VOLUNTEER PHILOSOPHY**

Adult 4-H volunteers are essential to the 4-H Youth Development Program in New Mexico. They are a valued partner in providing hands-on, non-formal educational experiences to 4-H youth. Volunteers are defined as members of the staff who give time and expertise without receiving or expecting monetary compensation. They support the mission of the 4-H Youth Development Program.

Volunteers work directly with 4-H clubs, manage county, district or state 4-H events and activities, work with youth in 4H special interest or school enrichment groups or are involved in short term activities (i.e., day camps, overnight camps, etc.).

## **4-H VOLUNTEER REQUIREMENTS**

All 4-H leaders in New Mexico serve on a volunteer basis. To serve as a 4-H leader is a responsibility as well as an honor. The New Mexico 4-H Youth Development Program believes in providing a safe environment for youth to learn and achieve. To be enrolled as an adult 4-H Leader, each individual:

- Must be at least 19 years of age by January 1 of the current 4-H program year and not enrolled as a 4-H member.
- Completes the 4-H volunteer screening process (if no break in service does not complete again) and after approval, completes the Leader Enrollment Form (annually).
- May only be enrolled in one county.
- If serving on a state-wide 4-H board and/or event committee must be enrolled in their county of residence.
- Throughout the 4-H program year, expends at least 8 hours of volunteer time with a 4-H club or special interest group or on a 4-H project or activity, or with 4-H county/state events.  
(School Enrichment volunteers have no minimum time requirements.)
- Is not paid for their services.

Volunteers who serve as chaperones:

A chaperone is someone who will have independent supervision of a 4-H youth/member on a day trip or overnight. For district and state events chaperones must be 21 years of age. For regional or national events chaperones must be 25 years of age. All chaperones must be enrolled 4-H volunteers.

## **PENALTIES FOR INFRACTIONS**

Infractions of the Code of Conduct must be reported by anyone observing them to the 4-H Youth Development Staff and/or Cooperative Extension County Director. Penalties may include:

1. Discussion of the inappropriate actions with the 4-H leader, clarification of the policy.
2. Releasing the adult to the appropriate law enforcement agency.
3. Termination as a 4-H volunteer leader. See conflict management section of the policy and procedure manual (pg. 21).

## **Volunteer Code of Conduct**

The primary purpose of this code of conduct is to insure the safety and well-being of all 4-H participants (i.e. members, their parents and families, staff and volunteers).

These expectations will guide volunteer behavior during involvement in the New Mexico State University Cooperative Extension 4-H Youth Development Program. Just as it is a privilege for New Mexico State University to work with individuals who volunteer their time and energies to 4-H, a volunteer's involvement in 4-H is a privilege and a responsibility, not a right.

4-H volunteers will:

- Treat others in a courteous, respectful manner and serve as a positive role model for youth.
- Accept supervision and work collaboratively with county 4-H staff while involved in the program.
- Abide by policies and guidelines of NMSU Cooperative Extension state and county 4-H programs.
- Make all reasonable effort to assure that 4-H youth programs are accessible to youth without regard to race, color, gender, national origin, religion, disability, or sexual orientation.
- If a 4-H volunteer reasonably suspects that a child has been the victim of child abuse, they should report it to the police or county child protective services. The 4-H leader making the report is immune from liability unless it can be proven that a false report was made and the volunteer knew it was false.
- Will respect the confidential nature of information that they may have access to.
- Will not use their position of trust for personal advantage or profit/gain.
- Will refrain from making unauthorized representation to outside bodies in the name of the 4-H Youth Development Program.
- When chaperoning 4-H members, will not leave the delegation under their supervision or the grounds of the 4-H event unless they have received approval of the adult in charge of the event or delegation.
- Keep county 4-H staff informed of any incidents that may violate 4-H policies or personal rights.
- Treat animals humanely and teach youth to properly care for animals.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner.
- Handle fundraising and finances in an ethical manner.
- NOT consume alcohol or illegal substances while responsible for youth in 4-H activities nor consume anything that will in any way impact their ability to work safely with youth.
- NOT require 4-H participants to purchase materials, equipment, animals, or services from any specific places of business.
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## **LEGAL CONSIDERATIONS IN THE SUPERVISION OF YOUTH**

Those who serve in roles requiring the supervision of youth assume considerable responsibility. Very seldom do accidents or distasteful incidents occur, but the potential for their occurrence does exist.

*The challenge you have as an adult is to do everything reasonably possible to foresee potential problems and take steps to prevent the problem from occurring.*

The intent of this information is not to frighten the reader, rather to create awareness of ways to prevent problems. The following are suggestions for those supervising 4-H youth:

1. Your major concern is to take all reasonably prudent steps to protect the well-being of the youth you are supervising. You are attempting to avoid the possibility of someone charging you with negligence for something you did or failed to do. It all boils down to being extra cautious when you are supervising other people's children.
2. The activity accident/illness insurance is no doubt your best protection as well as being a potentially tremendous help to a family whose son or daughter sustains an injury. You should consider utilizing the insurance any time you are directly responsible for youth. The provisions of the policy should be made known to the family as to its features and especially its limitations. The names and addresses of companies providing such coverage is available from the county 4-H office.
3. Do not confuse liability insurance with accident/illness insurance. Liability insurance covers claims of negligence on the part of the insured which results in an injury to a person or his property. Accident/illness insurance pays valid claims regardless of negligence, etc. Both forms of insurance are advisable.
4. The use of a parent release medical authorization form is required for each activity. (See pg. 36) One form could be used each year for routine club meetings, but a separate form should be used for special activities and out-of-town trips. These forms are intended to enable you to provide necessary care until the parents can assume direct supervision of the situation. Parents should be advised at the earliest possible time of the situation. You should be aware that the liability release portion is largely psychological (as parents can only waive their rights, not the rights of their minor child), yet the psychological value should not be underestimated. The form should indicate the dates, name of activity, nature of activity, and location of the activity. Parents should be made aware of the nature of the activity and, if the activity has potential hazards involved, be sure you make the parents aware of them either in the form or via a special letter. The medical authorization is a must in that doctors or hospitals will not treat a minor without the signed authorization. Some hospitals will only accept a notarized form, thus it is suggested that you contact the hospital in the area where the activity is held and ask someone in their Administration whether or not a notarized form is required. A statement that parents will assume financial responsibility for medical services should be included. It is also advisable to request information regarding the health of the child, allergies to medication, religious restrictions on medical treatment, etc. *Be sure to have the forms readily available at all times.* One suggestion is to photocopy the form and have the 4-H member carry it with them in their wallet or purse during the activity. This will avoid a problem should you be at another location when the 4-H member is injured.
5. In some instances, a parent will refuse to sign such a form. Usually, this is over semantics, which can be resolved. However, if the parents ultimately refuse to give you at least medical authorization or a statement declaring religious objections waiving responsibility, you may wish to consider not bringing their son/daughter to the activity. A Form 300.A-3 is available from the County 4-H Office or by accessing the New Mexico State 4-H website.
6. Prior to the activity, both the parents and 4-H member should receive a copy of all

rules relating to the conduct of the 4-H member at the activity along with potential disciplinary action which may be imposed. This is outlined by the code of conduct that each member and their parent must sign before the 4-H event. The code of conduct can be found at the state 4-H web site or from the County 4-H Agent, and in the appendix of this document.

7. Safety precautions should be specifically emphasized with the youth prior to and during the activity. For example, if you are staying overnight at a motel which has a swimming pool, the 4-Hers should be advised of when and under what conditions they can go swimming. If you don't want them swimming at certain times, tell them. Not only do the youth need to be aware of safety factors, the fact that they were informed could help protect you in the event of a problem.
8. When an accident occurs, you are faced with two immediate concerns: (1) proper care and concern for the injured and (2) proper supervision of the rest of the group. Proper care for the injured requires giving immediate attention on site plus request for ambulance and/or medical personnel and notification of other appropriate authorities such as State Police, etc. Some basic knowledge about first aid can be extremely helpful both in providing the immediate attention required plus determining how to proceed. Proper supervision of the rest of the group is also essential. This means assigning someone to see that the group is cared for while you are helping the injured person. For this reason, it is suggested that at least two adults accompany groups.
9. After the accident, it is advisable to take certain steps to help in the event of legal involvement:
  - a. Preserve the evidence (See pg. 30-31)
  - b. Notify your supervisors as soon as possible, and follow their instructions. It is essential that the State 4-H Office be advised at the earliest possible time. The State 4-H Office will then notify University officials who coordinate Risk Management programs (NMSU Risk Management).

When contacting the family of the injured person, do so with every courtesy - consideration possible:

- i. Notify the family as soon as possible, and take a sincere interest in the situation until the 4-H member has recovered. However, if the family is hostile toward you, advise your supervisor, the State 4-H Office, and the insurance company accordingly, and follow their instructions.
- ii. Do not self-incriminate yourself or others by making statements such as, it's all my fault; If only I'd have done, etc. You can demonstrate sincere concern without being incriminating.
- iii. It is advisable to have another agent or other adult present when contacting the family.
- iv. If you have an accident activity policy, tell them about it and what it provides, including limitations. Do not brag about having liability insurance nor commit yourself or the organization to paying for expenses.

v. Avoid discussing details of the accident with anyone outside of the organization without advice of your supervisor or insurance company, or State Risk Management representative.

c. It is necessary to maintain a file and give a copy to the county office relating to any accident or illness of a 4-H member under your supervision until the member is 25 years of age. The reason for this is that the law apparently provides that a youth can seek recourse for a situation involving them until they are 25 years of age. For example, a 16-year-old is injured, and the parents do not seek legal recourse. The 16-year-old may as an adult file for damages, etc. (See pg. 30-31)

d. Recognize that when you take youth on trips that you are considered responsible for them 24 hours a day until they return home. This influences your own behavior as well as how you supervise the youth. Some suggestions:

1. Have a minimum of one adult chaperone per every eight youth. If the nature of the activity is particularly risky, or involves younger members reduce the ratio. For state wide or national events if there are both genders represented in membership, both genders should be represented by chaperones.
2. Do not knowingly allow youth to violate any laws such as drinking alcoholic beverages, consuming drugs, moral issues, etc. If you do, you are assuming considerable personal responsibility for their actions. Regardless of your personal beliefs, the more conservative approach is advisable.

If youth are involved in a serious situation, it is usually best to contact the parents as soon as possible and discuss what has happened directly.

3. Have access to a basic first aid kit.

4. Be sure that all drivers of vehicles involved in the activity are adults. While legally an 18-year-old is an adult, a 4-H member is not considered as an adult for driving purposes. Age alone can't be used as the criteria; there are many people over the age of 21 whose actions rank them in a juvenile category. It is suggested that public transportation be seriously considered where possible and practical.

5. Avoid any actions that would reflect negatively on yourself and the 4-H program which might be later interpreted to indicate that you were not capable of supervising the group.

6. The use of physical punishment (spanking, etc.) is to be avoided. Other non-physical methods should be utilized with provision to return the youth to their parents on major problems.

In summary, the legal counsel and Risk Management Specialists assisting with this

information have repeatedly stated, “Use common sense”, regarding supervision of youth, which is good advice. No list of instructions, including this document, could cover all the circumstances you face. Our challenge when we supervise youth is to try to take care of them at least as well as their parents would, and do everything reasonably possible to prevent potential problems.

While the information presented here comes from valid sources, it is recommended that you consult with your supervisor and/or local legal advisors on specific issues. This section was reviewed by Risk Management Division and the Department of Finance & Administration

## **CONDUCT AND BEHAVIOR EXPECTATION OF YOUTH AND ADULTS**

All participants (members, leaders, parents and other attendees) at any level (county, state, district, regional, national) 4-H events or activities will adhere to high standards of personal behavior and conduct. These standards are listed in the 4-H code of conduct. State 4-H events are classified as any event that 4-H is the sponsor of or co sponsor. This includes but is not limited to State 4-H Conference, Senior Leadership Retreat, Teen Get Away, Novice Camp, County 4-H Rodeos, State 4-H Rodeo Finals, State 4-H Shooting Sports Contest, Youth Hunter Education Challenge, Horses and Livestock School. Any infraction of the following guidelines, in connection with 4-H activities, will result in disciplinary action being taken:

1. Possession or consumption of alcoholic beverages is prohibited.
2. Possession or use of harmful non-prescribed drugs or substances is prohibited.
3. Smoking or using other tobacco products is prohibited.
4. Participants will show respect for the property and facilities used during the event and will assume financial responsibility for any damages they cause.
5. Unauthorized absence from the event premises is not permitted.
6. Participants will observe the curfew times as set forth in the event program and remain in their assigned rooms. Boys and girls are not allowed to be in each other’s rooms for any reason.
7. Participants will adhere to the State and National 4-H Event Clothing Guidelines.
8. Any other policies established by the supervisor designed to assure safety and well-being of the group or individuals.
9. Being disrespectful to chaperones, leaders, or agents either verbally or physically.
10. Threat of physical harm or action of physical harm.

If participants break this agreement, the following disciplinary actions will be taken:

1. Member will be sent home immediately at their own expense.
2. Member will be suspended from attending any State 4-H event for one calendar year from the time of infraction. In the case of events changing dates the suspension will be from the infraction event to the conclusion of the next year's event. (ex. If a member has been sent home from State Conference they will not be eligible to attend the next year's State Conference)
3. Member will not be allowed at any time during the suspension year to represent 4-H in any leadership position on the county, state, or national level.
4. Member will not be allowed to represent 4-H at any state, regional, or national event during the suspension year.
5. Second offenders will be ineligible to participate in any state, regional, or national event or hold a leadership position for the remainder of their 4-H career.
6. Members should understand that the consumption, possession, or use of alcohol or harmful non-prescribed drugs by a minor is against the law, and they should know that they may be reported to the proper authorities.

If adults or parents break the code of conduct disciplinary actions will be taken as outlined in adult code of conduct section.

#### **4-H LEADERSHIP ROLES**

A 4-H Leader is an enrolled volunteer who provides guidance and direction to some aspect of the 4-H program. The county of residence is the primary county for 4-H enrollment. Leaders and members are encouraged to enroll in their home county. They cannot be enrolled in any project in two different counties at the same time. Bordering counties may determine local guidelines for cross-county line enrollment. There will be no state-wide volunteer leaders.

- Organizational Leaders: assumes primary responsibility for a 4-H club/group.
- Assistant Organizational Leaders: is responsible for identified activities and assumes the organizational leader's duties and responsibilities in their absence.
- Project Leaders: leads a specific project or curriculum within a club or group.
- Activity Leader: gives leadership to an event or activity within a club or group, may also provide leadership for a county wide event/activity.
- Resource Leader: is knowledgeable about 4-H and willing to share their talents and expertise with other leaders; may work with multiple clubs or on a county-wide basis.
- Junior Leaders are experienced 4-H members who assist adult leaders with projects, activities, or organizational matters.
- Teen Leaders may assume total responsibility for a project, or activity, or a 4-H club of younger members with adult assistance and guidance.
- Special Interest Volunteers provide leadership in a special area of interest or a short-term project or volunteers for a specific job, i.e. a day camp.
- School Enrichment Volunteers teach or assist with teaching 4-H curriculum in the classroom during school hours.

## **VOLUNTEER INSURANCE COVERAGE**

All enrolled volunteer 4-H leaders are considered to be unpaid employees of the State of New Mexico and as such are protected under the Tort Claims Act of the State of New Mexico. The Tort Claims Act is the state law that provides protection to state employees from claims of wrongful actions.

The Volunteer Protection Act will help protect the 4-H Youth Development Program that greatly depends on volunteers to conduct educational programs and events. This law limits a volunteer's liability for harm provided that:

1. They are working within the scope of their duties.
2. They are properly licensed and certified by the proper authorities.
3. The harm was not caused by willful conduct.

## **4-H ACTIVITIES**

The purpose of 4-H youth development activities is to provide life skills development to members through the educational programs of the New Mexico Cooperative Extension Service of New Mexico State University.

Members participate in individual and group activities which emphasize personal growth and development through:

1. Democratic action.
2. Team-work and cooperation.
3. Development of leadership skills.
4. Development of social skills and values.

4-H members learn through a variety of cooperative and competitive activities, from both the preparation and the actual event. Cooperative and competitive events should compliment the educational goals of 4-H. They:

1. Provide a motivated learning experience for 4-H members.
2. Provide an opportunity for 4-H members to evaluate how well they have done in a specific job or project activity as they learn to recognize good work and to help evaluate what needs to be improved in the project or activity.
3. Help members set standards and develop a personal value system.
4. Provide an opportunity for the general public to observe 4-H members in action through service learning.

To insure that all 4-H events and activities are non-discriminatory, educational and available to the largest number of participants, the following policies are recommended:

1. All events should be publicized and promoted to eligible participants in a reasonable and timely manner.
2. All events should be conducted in such a manner that both the audience and the participants have an opportunity to learn.
3. Sufficient time should be allowed during the activity or event for the judge to explain the placings.
4. Pride in personal grooming should be encouraged. Clothing must meet the state and national clothing guidelines. (See clothing guidelines on 4-H web site)
5. Incentives or awards should not be emphasized above the educational value of the activity.

To ensure the personal safety of member and adults at overnight activities, parents of participating members must give permission by signing a Statement of Responsibility Form (see pg. 33) accepting responsibility for room arrangements if the youth is rooming with an adult.

Photos taken at 4-H events may be used for promotional and educational publications provided that a photo release form signed by the member and parent/guardian is on file with the sponsoring office of that activity. (See photo release form on 4-H web site)

## **COUNTY 4-H COUNCILS**

Most New Mexico counties have a 4-H Council. The Council consists of experienced 4-H youth and adult advisors. Each 4-H Club usually selects one or two voting delegates. County 4-H Councils ordinarily meet four to six times a year.

In most counties, 4-H Councils:

1. Establish county 4-H policies.
2. Take a major role in the 4-H program development process including short and long range planning and program evaluation.
3. Plan, coordinate and conduct fund raising events.
4. Help plan, coordinate and conduct county 4-H activities with assistance of County 4-H staff.
5. Promote and enhance 4-H youth development programs.
6. Suggest improvements for county 4-H events and activities.
7. Establish an annual 4-H calendar of events.
8. Strive to build unity for 4-H youth development programs among diverse populations.
9. Promote participation and involvement in citizenship and 4-H Councils work closely with the County 4-H Extension Agent who provides counsel and guidance. The councils should be governed by a set

of by-laws which are filed at the County Extension Office.

## **COUNTY 4-H LEADERS' ASSOCIATIONS**

Many counties in New Mexico have a Parent Leader Association or a 4-H Leaders' Association. These associations are advisory in nature and are governed by established county constitutions or by-laws. These 4-H leader support groups also provide opportunities for 4-H adult leaders to receive additional training and often assist in fund raising.

The New Mexico 4-H program encourages 4-H leaders to become involved in program determination, implementation and evaluation. 4-H leader involvement fosters strong county 4-H programs.

The purpose of a county 4-H leader organization is to provide guidance and assistance to County Extension Staff members in the planning and conducting of educational 4-H programs. Their function is:

1. To help identify 4-H program needs.
2. To assist in establishing county program priorities.
3. To help organize and conduct county 4-H activities.
4. To help coordinate and strengthen county 4-H programs.
5. To promote the educational benefits of 4-H membership.
6. To assist in developing a plan for effective leader training programs.
7. To help evaluate 4-H program effectiveness.
8. To assist in fund raising at the county level.
9. To make sure 4-H is available to all youth and adults in the county without regard to age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

## **COUNTY 4-H ADVISORY COMMITTEES**

In addition to 4-H Councils and 4-H Leaders' Associations, all counties are expected to have a 4-H Advisory Committee to provide advice on the 4-H program. The committee should be diverse in composition including representation by gender, race/ethnicity, youth and adults, and geographical areas of the county. Individuals in other youth-serving organizations are encouraged to be involved, regardless of their knowledge of the 4-H Youth Development Program.

## **COUNTY EXTENSION AGENTS/4-H**

County Extension Agents are employees of New Mexico State University. They have over-all responsibility for the 4-H Youth Development program in their respective county. County Extension Agents work with members, parents, leaders, advisory groups, sponsors and other youth-and-family-serving agencies or organizations in planning and carrying out 4-H activities.

The County Extension Agent makes sure there is an effective 4-H program that promotes and emphasizes youth development.

County Extension Agents are administratively responsible by law for the 4-H program in

their respective counties. This responsibility can be shared and delegated, however, ultimately Extension Agents are held responsible for county 4-H program results.

Extension Agents are responsible for:

1. County 4-H program planning, implementation and evaluation.
2. Informing 4-H clientele regarding projects, programs, opportunities and policies of the New Mexico State University Cooperative Extension Service Youth Development programs.
3. Assuring that the 4-H program provides educational opportunities to assist in the youth development process.
4. Developing the volunteer 4-H leadership necessary to conduct 4-H events and activities at the local club and county levels.
5. Conducting 4-H adult volunteer leader screening.
6. Securing, managing and accounting for the resources needed to conduct effective educational 4-H programs.
7. Coordinating program efforts, interpreting policies and serving as a representative of the New Mexico Cooperative Extension Service.
8. Serving as an advisor to county 4-H clubs, committees, councils and associations.
9. Has final authority in matters of conduct, discipline, health and safety in connection with 4-H members and leaders attending 4-H events and activities located in the county, state, or outside of the state?
10. Insure that all 4-H programs and activities are within the provisions of Title VI of the Civil Rights Act, Title IX of the education Amendment of 1972 and Title II of the Americans with Disabilities Act of 1990.

**4-H Paraprofessional:** Any person employed by New Mexico State University Cooperative Extension Service who works under the direction and plan of work of any New Mexico State University Extension Service County Agent.

## **CONFLICT MANAGEMENT**

The policy of the Cooperative Extension Service of New Mexico State University is to insure that all 4-H leaders, parents and members have a known and effective forum to share concerns and issues. Problems can be resolved at the club, county or state level by sensible, sincere discussions with the parties involved. The organization is expected to resolve problems at the level at which they occur, with provisions to assure that county, state and national policies are followed.

Management concerns or issues of 4-H members, parents or volunteer leaders will be handled first by the club or group making the policy. The role of the County Extension

Agent is to assure that any established policies have been followed, all sides have been fairly heard, and recommend equitable changes which prevent the situation from occurring in the future.

The following procedures should be followed for handling special organizational issues:

1. **REJECTING/DISMISSING A VOLUNTEER.** The New Mexico State University Cooperative Extension Service reserves the right to reject an applicant or terminate the services of a volunteer if the individual's actions are found not to be in the best interests of 4-H members or the 4-H Youth Development Program. Serving as a volunteer is a privilege and not a right. Volunteer leaders serve at the request of the New Mexico State University 4-H Youth Development Program. That request can be withdrawn for any reason or no reason at any time. No action shall be taken without prior approval of the Extension Service administration at the county, district and state levels. Upon approval, the Extension Agent responsible for the 4-H Program will notify the person by CERTIFIED MAIL that they shall not be accepted as or shall no longer be recognized as a volunteer 4-H leader.
2. **DISENROLLING A 4-H MEMBER.**
  - a. During the 4-H Program Year. In the event that it becomes necessary to discipline or drop the membership of a 4-H member during the 4-H Program year for non-compliance with established rules or policies, the 4-H Organizational Leader, with approval of the 4-H Agent, will give WRITTEN notice to the member and his or her parents. The role of the agent is to assure that the 4-H member has been treated fairly and that policies have been followed.
  - b. At the end of the 4-H Program Year. If a 4-H member does not meet the membership completion requirements for the 4-H Club, he/she may be dropped from the club membership.
3. **POLICIES OF OTHER ORGANIZATIONS.** In the event a 4-H member has a concern or conflict in a program in which 4-H participates, but which is administered by another organization (such as a County Fair), the sponsoring organization has jurisdiction over all policies governing that activity as long as they do not conflict with statewide 4H program policies. The Cooperative Extension Service does not have jurisdiction and does not assume liability for programs administered by other organizations.
4. **MINUTES OF MEETINGS.** Minutes of any club, 4-H

Council, or 4H Leaders Association formal meeting held to discuss non-compliance with established policies by members, leaders, or parents, must be kept on file by the County 4-H Extension Agent and the respective group secretary.

5. **STATE 4-H ACTIVITIES.** Problems that deal with State 4-H activities, policies or program matters should be brought in writing to the attention of the Extension 4-H Department Head. The State 4-H Staff shall respond to the concerns of programs operated directly by them. If the activity in question is conducted by a committee, the matter shall be referred to the committee for resolution. The role of the Extension 4-H Department Head is to assure compliance with State 4-H policies.

## **OTHER OPERATIONAL POLICIES**

As a publicly supported nonprofit organization, the New Mexico State 4-H Youth Development Program does not charge dues as a condition of membership. 4-H members may agree to contribute funds for mutually agreeable purposes as long as these contributions do not constitute a condition of membership.

4-H members often raise funds for their club and/or county council through some activity, which can be a good learning experience for the members. The following guidelines should be followed:

A. Use of the 4-H Name and Emblem:

1. The use of the 4-H name and emblem is restricted. The Secretary of Agriculture is the authorizing agent. The Cooperative Extension Service has been given the authorization to use the 4-H name and emblem.
2. The State 4-H Program Leader approves the use of the name and emblem statewide or in more than one county. County Extension 4-H Agents/County Directors may approve use within their specific county. The 4-H Club name and emblem shall not be used to imply endorsement of commercial firms, products, or services.

B. Fund Raising:

1. Fund raising or property acquisition must have a specific 4-H purpose.
2. Local authorities must be consulted regarding any regulations of government fund-raising and all steps will be taken to comply.
3. The County Extension Agent responsible for 4-H must be consulted before starting a fund raising project which includes but

- is not limited to grants and sponsorships.
4. Money should be raised only for the current project year so that those who raise the funds will benefit from them or realize the goal involved.
  5. A product that is being sold by a 4-H organization should be determined to be of reasonably good quality and should represent the organization well.

C. Handling of Funds:

1. An organizational treasurer will be selected and assurance made that the treasurer knows how to keep records and properly manage funds. The treasurer must be a member or leader (in the club or county council desiring a treasury) to hold the treasurer position.
2. Careful records will be maintained on all club and county council funds and an annual audit will be conducted. County Extension offices may require a report each year on funds and can require an audit at any time.
3. Permanent structures or immovable equipment will not be placed on private property. All 4-H groups should establish acceptable audit procedures.
4. If more than a few dollars are involved, a bank account will be opened requiring two signatures (treasurer and a leader). Two members of the same family may not sign the checks. Personal accounts are not to be used.
5. Agents may not be signatories on any 4-H organizational accounts.
6. Members should make financial decisions with help and direction from leaders.
7. When purchasing products, leaders should read contracts carefully to determine obligations regarding unsold items, etc.
8. The Internal Revenue Service requires reporting of funds raised in excess of \$25,000 per year. An IRS identification number is required for savings accounts that earn more than \$10.00 during a calendar year. This number is obtained by filing an application for an employer identification number (Form SS-4) with the IRS. This requirement should not discourage clubs from maintaining savings accounts. Surplus funds should always be placed in savings.

9. Leaders are not expected to supply materials for projects. 4-H members should arrange to supply either the materials, pay for the cost, or work with the 4-H leader to have materials donated.
- D. Club Closure:
1. Any excess funds and/or property remaining when a club disbands, will be turned over to the county 4-H program through the County 4-H Council. Decisions relating to funds or property carried over from year to year are made by the current officers, members and leaders.

## **OTHER YOUTH ORGANIZATIONS**

Should another youth organization wish to enroll their members in 4-H, they shall comply with all county, state and national 4-H policies and procedures to be bona fide members.

## **4-H PROGRAMS ON PRIVATE PROPERTY**

A written agreement should exist between the property owner and the 4-H group that will utilize the property. The agreement should:

1. Define the property involved.
2. Define how 4-H will utilize the property.
3. Define any compensation to be involved and when it will be paid.
4. Clarify any time frame involved.
5. Define how either party can terminate the agreement.
6. Define specifically who will pay for improvements.  
Permanent property improvements should not be paid by 4-H. Example: A 4-H group should not build a 4-H meeting place on private property. It is acceptable for 4-H to make improvements, so long as there is no mixed ownership of 4-H property and private property.

The owner of the property should request a Liability Certificate of Insurance through the county 4-H Office, which will then be forwarded to the State 4-H Office for processing.

This will help protect the land owner. The insurance coverage stipulates that both liability and accident insurance coverage will be in effect only for scheduled, 4-H leader-supervised activities.

County Extension Agents must check and approve all agreements prior to their being finalized.

## **4-H INSURANCE**

All 4-H Clubs are recommended to utilize year-round accident insurance. In other words, all county activities should either:

1. Require that all participants have accident insurance,
2. Provide accident insurance, or
3. Require a legal document from parents/guardians of participants waiving responsibility of the organization for providing insurance.

Policies are available from a variety of companies. Some will cover many 4-H activities. Others are for specific programs only.

New Mexico State University's liability insurance covers Cooperative Extension Service Agents and 4-H Leaders who, in their scope of duties, are required, requested, or authorized by the Cooperative Extension Service to carry out programming responsibilities.

A medical authorization form is required for each member to participate in any activities when travel or overnight stays are involved. One copy of the completed authorization form should be kept with the member and one copy should be kept with the adult responsible for the member for the duration of the event and for travel to and from the event.

The following forms are available on the State 4-H website and through the County Extension Offices:

1. Liability Release and Medical Authorization Form
2. 4-H Rodeo Eligibility Certificate and Waiver of Liabilities
3. Liability Release Form. (see pg. 32)

## **DEADLINES**

All State 4-H Office deadlines are firm. A deadline date means that the required paperwork and payment must be received by the State 4-H Office by 5:00 pm on the due date.

Deadlines will be established on the 1st or 15th of the month or the first working day following the 1st or 15th should those dates fall on a Saturday, Sunday or holiday.

## **LITERATURE COSTS**

The cost of the 4-H project literature is the responsibility of each county 4-H program. Each county can choose to recoup the cost of the literature in any way they see fit.



## **HANDLING PROGRAM DISCRIMINATION COMPLAINTS (Guide for NMCES Faculty Use Only)**

Any individual, who believes that he or she has been discriminated against by any individual administering programs and activities of the Cooperative Extension Service, has the right to file a complaint. The complainant should be informed of the following procedure:

Procedures for Filing a Formal Grievance:

- a. **Right to File a Complaint**  
Any person acting on their own behalf who believes that he/she has been discriminated against on the basis of race, color, national origin, ancestry, age, disability, gender, veteran status, sexual orientation or religion in programs or activities of the Cooperative Extension Service may personally file a complaint.
- b. **Acceptance**  
A complaint must be filed no later than 15 working days from the date of the alleged occurrence. Extenuating circumstances may warrant an extension to the deadline.
- c. **Grievance Form**  
A Grievance Form is required for filing by the complainant. All efforts should be made to include the information requested. The form must be signed and dated by the complainant.
- d. **Verbal Complaints**  
In the event a complainant makes allegations orally and refuses or is reluctant to reduce the allegations to writing, the person to whom the allegations are made shall do a memorandum for record, documenting the complaint and indicating that no action was requested.
- e. **Filing**  
The complainant has the right to file with the Secretary of Agriculture, USDA, Washington, D.C. 20250 and should be so informed. Complaints are referred to the states for initial investigation; therefore filing with one of the following will expedite the investigation:

Lori Osborn, Staff Development, EEDO and Civil Rights  
Specialist MSC 3AE, New Mexico State University, P.O. Box  
30003, Las Cruces, NM 88003-8003;

Paul Gutierrez, Associate Dean and Associate Extension Director,  
Director's Office, MSC 3AE, New Mexico State University, P.O.  
Box 30003, Las Cruces, NM 88003-8003;  
Director, Institutional Equity, MSC 3515, New Mexico State

University, P.O. Box 30001, Las Cruces, NM 88003-8001.  
Administrative Procedures for Processing:

a. Investigation

An investigation of the complaint will be conducted by the Assistant Director for Civil Rights or designated state personnel.

b. Notification of Complainant

After a preliminary inquiry or an investigation is reviewed by appropriate NMSU officials, the complainant will be informed in writing. No complaint case will be closed until the complainant has been advised in writing of final action. Where corrective action is indicated, no case will be closed until this has been completed.

Processing from Cooperative Extension Offices: (Verbal or written complaints)

Any New Mexico Cooperative Extension faculty or professional who receives a complaint of program discrimination MUST:

a. Inform the complainant of their right to file the procedure and provide them with the Grievance Form.

b. Inform the complainant that the CES employee has the responsibility to verbally notify the NMCES Director for Civil Rights or the Director of Cooperative Extension of the complaint. If the complainant does not wish this to be reported, he/she must sign and date a release saying "I do not wish this complaint to be reported to anyone else." (There may be occasions when reporting to higher authorities is required, i.e. illegal activity, unsafe conditions, or health issues.)

c. The complainant may also call any of the above individuals directly.

Web Address for Forms and Procedures

[www.nmsu.edu/~eeo/index.html](http://www.nmsu.edu/~eeo/index.html)

CES Civil Rights: [cahe.nmsu.edu/civilrights](http://cahe.nmsu.edu/civilrights)

CSREES Civil Rights: <http://www.csrees.usda.gov/about/offices/equalop.html>

## New Mexico State 4-H Incident Report Form

(Complete one on each person involved)

*Please submit this form to the county 4-H office within seven (7) days of the incident.  
Also include any photographs, news clips, police reports, etc.*

Name of 4-H sponsored event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Location: \_\_\_\_\_ County: \_\_\_\_\_

Club: \_\_\_\_\_ Contact person(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Person involved: \_\_\_\_\_

Last name First name M.I. \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: (circle one) Male Female Status of Event: \_\_\_\_\_

Type of Incident: (circle one) Behavioral Accidental Illness Other (describe)

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ a.m. or p.m.

Emergency reported to \_\_\_\_\_ by means of

Volunteer/Staff in charge at time of incident: \_\_\_\_\_

Parent or Guardian Notified: Date \_\_\_\_\_ Time \_\_\_\_\_

By Whom \_\_\_\_\_

Emergency Contact Notified: Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ By Whom \_\_\_\_\_

Adult(s) on the scene \_\_\_\_\_

Adult(s) rendering aid \_\_\_\_\_

WITNESSES: (at least two, more may be useful)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Where located at time of incident? \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Where located at time of incident? \_\_\_\_\_

### Description of Incident

(Use additional pages if necessary)

1. Sequence of activity (e.g., at end of the workshop, at the beginning of club meeting, during leisure time.) What had preceded in terms of type of activities?)

2. Location (e.g., where did the incident occur in the workshop/activity space in relation to instructor/supervisor and other participants?) A diagram is frequently helpful.

3. Just exactly what was the person involved doing and how did the incident occur? What was going on? Who was involved?
4. What could/should the injured person have done to have prevented the incident? (If appropriate, might ask the person involved what he/she could have done to prevent the injury.)
5. Action taken at time of incident:
6. Action taken as follow-up to incident:

**FOLLOW-UP REQUIRED:**

Person(s) completing all or part of report: \_\_\_\_\_

\_\_\_\_\_  
Signature, Title, Date \_\_\_\_\_

Signature, Title, Date \_\_\_\_\_

Person completing Follow-Up of Report: \_\_\_\_\_

Signature, Title, Date \_\_\_\_\_

County 4-H Agent Signature and Date \_\_\_\_\_

**Incident Follow-Up Final Report**

(Please submit this form within 30 days after incident is considered closed.)

County \_\_\_\_\_

Date of report \_\_\_\_\_

Club \_\_\_\_\_

Club Leader \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date of incident \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Incident reported by \_\_\_\_\_

To 4-H office on \_\_\_\_\_

Method of reporting \_\_\_\_\_  
Date \_\_\_\_\_

Written incident report submitted on \_\_\_\_\_

Emergency contact person \_\_\_\_\_

Brief re-cap of incident: \_\_\_\_\_

Follow-up information not previously reported: \_\_\_\_\_

Insurance settlement: \_\_\_\_\_

Suggestions for procedures that might help others handle, avoid, or minimize such an experience: \_\_\_\_\_

Signature of person completing form and title \_\_\_\_\_

**LIABILITY RELEASE FORM**

We give our permission for our son/daughter \_\_\_\_\_ to participate in the \_\_\_\_\_ to be held at \_\_\_\_\_

We hereby release the County 4-H Program, the New Mexico State University Cooperative Extension Service, the State of New Mexico, the Partnerships Collaborators or their employees, and the owners or operators of any property where the activity may take place, from liability in the event of illness, injury or loss occurring to our son/daughter or their personal belongings and will make no claim as a result thereof.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
PARENT OR GUARDIAN

SIGNED: \_\_\_\_\_  
PARENT OR GUARDIAN

**STATEMENT OF RESPONSIBILITY**

I (name of parent)\_\_\_\_\_of

(County)\_\_\_\_\_understand that the New

Mexico 4-H Youth Development Program has a policy that restricts adults from rooming with youth.

Therefore, as the parent of (name of youth)\_\_\_\_\_I,

allow my child to room with \_\_\_\_\_

and I accept the responsibility of any consequences and absolve the agent, County,

District, State and the New Mexico Cooperative Extension Service from any and all responsibility.

Signed\_\_\_\_\_Date\_\_\_\_\_

**STATEMENT OF COMPLIANCE  
LIABILITY AND MEDICAL RELEASE**

I the undersigned, in consideration of my participation in \_\_\_\_\_(county)

Being conducted from \_\_\_\_\_(Date)

Do hereby release, discharge, and hold harmless and indemnify the New Mexico Cooperative Extension Service, New Mexico State University, the State of New Mexico, and Board of Regents, officers, employees, agents, successors, and assigns thereof, from any and all claims and demands of whatever nature, actions, causes of action appeals, obligations, liabilities, promises, suits, rights, charges, damages, punitive damages, cost, loss of services, loss of employment opportunity, emotional suffering, costs of litigation, humiliation, embarrassment, mutual anguish, injury to reputation, personal injury and any and all other legal, equitable or administrative relief of any kind, known or unknown, suspected or unsuspected, having already resulted or to result in the future, as a result of or relating to my participation in the above program and or activity.

I the undersigned acknowledge that if and when I transport children, that I own a purchased vehicle.

Insurance policy # \_\_\_\_\_

---

Signature

I, the undersigned acknowledge that I am covered for individual liability and medical coverage during my participation in any 4-H activity.

I, the undersigned acknowledge that I understand the responsibility of safe driving, having no prior convictions for driving violations, possess a valid drivers license and have no loss or suspension of my drivers license in the last ten years.

---

Signature

---

Date

New Mexico State University Cooperative Extension is an affirmative action, equal opportunity employer and educator. New Mexico State University and the U.S. Department of Agriculture cooperating.

**CODE OF CONDUCT ACCEPTANCE FORM  
FOR NEW MEXICO 4-H EVENTS**

500.A-1

I hereby agree to attend \_\_\_\_\_  
(event) as a participant. I will participate fully in all sessions and abide by the established rules.

Rules:

- ◆ Possession or consumption of alcoholic beverages is prohibited.
- ◆ Possession or use of harmful non-prescribed drugs is prohibited.
- ◆ Smoking or using other tobacco products is prohibited.
- ◆ Participants will show respect for the property and facilities used during the event and will assume financial responsibility for any damages they cause.
- ◆ Unauthorized absence from the event premises is not permitted.
- ◆ Participants will observe the curfew times as set forth in the event program and remain in their assigned room. Boys and girls are not allowed to be in each other's rooms for any reason.
- ◆ Participants will adhere to the State and National 4-H Event Clothing Guidelines.
- ◆ Participants will not threaten physical harm or take action with physical harm or verbal abuse.

If I break this agreement, the following disciplinary actions will be taken:

- ◆ I will be sent home immediately at my own expense.
- ◆ I will be suspended from attending any State 4-H event for one calendar year from the time of infraction.
- ◆ I will not be allowed at any time during the suspension year to represent 4-H in any leadership position on the county, state, or national level.
- ◆ I will not be allowed to represent 4-H at any state, regional, or national event during the suspension year.
- ◆ Second offenders will be ineligible to participate in any state, regional, or national event or hold a leadership position for the remainder of their 4-H career.
- ◆ I understand that the consumption, possession, or use of alcohol or harmful nonprescribed drugs by a minor is against the law, and I know that I may be reported to the proper authorities.

*Participant signature*

*date*

\_\_\_\_\_

*Parent/Guardian signature*

*date*

\_\_\_\_\_

*Parent/Guardian address:*

*Parent/Guardian phone number:* \_\_\_\_\_ *day* \_\_\_\_\_ *evening*

**VOLUNTEER LEADER, AND PARENT CODE OF CONDUCT ACCEPTANCE  
FORM  
FOR NEW MEXICO 4-H EVENTS**

500.A-1

I hereby agree to attend \_\_\_\_\_  
(*event*) as a participant. I will participate in this event as a parent or volunteer leader and will abide by the established rules.

Rules:

- ◆ Possession or consumption of alcoholic beverages is prohibited.
- ◆ Possession or use of harmful non-prescribed drugs is prohibited.
- ◆ Smoking or using other tobacco products in the presence of youth is prohibited.
- ◆ Participants will show respect for the property and facilities used during the event and will assume financial responsibility for any damages they cause.
- ◆ Cheating or attempting to change the outcome of a contest by unethical means is prohibited.
- ◆ Fighting or disruptive behavior involving Extension personnel, other volunteers or youth will not be tolerated.
- ◆ Any unsportsmanlike conduct before, during or after any competitive event.
- ◆ Unauthorized absence from the event premises is not permitted.
- ◆ Participants will observe the curfew times as set forth in the event program.
- ◆ Participants will adhere to the State and National 4-H Event Clothing Guidelines.

If I break this agreement, the following disciplinary actions will be taken:

- ◆ I will be sent home immediately at my own expense.
- ◆ I will be suspended from attending any State 4-H event for one calendar year from the time of infraction.
- ◆ Second offenders will be ineligible to participate in any county, state, regional, or national event or hold a leadership position for a time determined by the County 4-H Staff.

---

Participant signature

date



April 2004

New Mexico State University COOPERATIVE EXTENSION SERVICE U.S. Department of Agriculture

LIABILITY RELEASE AND MEDICAL AUTHORIZATION FORM

We give our permission for our son/daughter \_\_\_\_\_ (name) to participate in \_\_\_\_\_ (list activity) on \_\_\_\_\_ (dates including travel) to be held at \_\_\_\_\_ (list location). (List specific nature of activity) \_\_\_\_\_

We hereby release the 4-H leaders, county 4-H program, the New Mexico State University Cooperative Extension Service, the State of New Mexico or their employees, and the owners or operators of any property where the activity may take place, from liability in the event of illness, injury or loss occurring to our son/daughter or their personal belongings and will make no claim as a result thereof.

Should our son/daughter not abide by the established rules of conduct, we understand hat they will be returned home, and we agree to pay for the necessary transportation expenses for them and the accompanying chaperone. Specifically, insubordination, possession and/or consumption of alcoholic beverages, possession and/or use of harmful nonprescribed drugs or substances, destruction of property, cheating or misrepresentation in a competition event, failure to participate in program as scheduled, fighting, disruptive behavior, violation of established curfews and any other policies established by the supervisor designed to assure the safety and well being of the group and individuals will be deemed as just cause for disciplinary action.

We authorize those in charge of the delegation to make medical arrangements for the care of our son/daughter as deemed necessary. We further authorize any licensed medical person/facility to treat our son/daughter. We agree to assume full financial responsibility for any medical services provided.

To the best of our knowledge, our son/daughter is physically able to participate in all aspects of the activity. PLEASE LIST ANY SPECIAL HEALTH FACTORS WHICH YOUR SON/DAUGHTER HAS, SUCH AS ASTHMA, HEART CONDITION, EPILEPSY, DIABETES, ALLERGIC REACTION TO MEDICATION, ETC.: \_\_\_\_\_

PLEASE LIST ANY PRESCRIBED OR PATENT MEDICATIONS THAT YOUR SON/DAUGHTER WILL BE TAKING WHILE ATTENDING THIS ACTIVITY: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Signed: \_\_\_\_\_
Father or Guardian Mother or Guardian

Parent's/Guardian's Home Phone Number & Address \_\_\_\_\_

Parent's/Guardian's Work Phone Number & Address \_\_\_\_\_

Name & Phone Number of Other Person Who Would Know Whereabouts of Parents \_\_\_\_\_

Name & Address of Family Physician \_\_\_\_\_

Phone Number of Family Physician \_\_\_\_\_

COUNTY \_\_\_\_\_

NMSU Cooperative Extension is an affirmative action, equal opportunity employer and educator. New Mexico State University and the U.S. Department of Agriculture cooperating.

## GRANTING AUTHORIZATION TO USE

### THE 4-H NAME AND EMBLEM

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

The 4-H Youth Development Program is the youth outreach from the Land Grant Universities, Cooperative Extension Services, and the United States Department of Agriculture. The 4-H Name & Emblem is 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 a century of 4-H achievement. The 4-H Name & Emblem is very important to us as an organization because it represents who we are.

#### **What is the 4-H Name & Emblem?**

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 4-H Emblem is *not* a plain four-leaf clover. The 4-H Emblem should appear in specific colors and in its entirety. The 4-H Name & Emblem belongs to the 4-H Youth Development Program, under the authority of USDA and

anyone wishing to use it must obtain permission to use it ahead of time.

#### **How Do I Get Permission to Use the 4-H Name and Emblem?**

It depends on who you are and for what reason you wish to use the 4-H Name & Emblem: 4-H Club or Program member or volunteer leader? Commercial vendor? Event, activity or program affiliated with 4-H? Private, non-profit organization? If you are a 4-H member or volunteer, you are permitted to use the 4-H Name & Emblem once your program is chartered with the official 4-H Charter from National 4-H Headquarters at the Cooperative State Research, Education and Extension Service (CSREES), within the United States Department of Agriculture (USDA). If you are a commercial vendor, private organization or any other entity, you need to contact either the local Cooperative Extension Service office or the State 4-H Office to determine what steps you need to take for your use of the 4-H Name & Emblem. Anyone wishing to use the 4-H Name & Emblem in a way that does not specify a local or state program, should seek authorization to use the 4-H Name & Emblem from National 4-H Headquarters at USDA. In all private and commercial use of the 4-H Emblem, the statement "18 USC 707" must legibly appear either to the right of the base of the stem or below the lower right leaf of the clover. In use internal to the Cooperative Extension System (all 4-H Youth Development programs and clubs duly given authorization to use the 4-H Name & Emblem) use of the

statement is at the discretion of the State 4-H Program Leader, or for those uses that are multi-state, regional, or national in scope, at the discretion of National 4-H Headquarters. Whoever uses such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words “4-H Club” or “4-H Clubs” or any combination of these or other words or characters in colorable imitation thereof, without being duly authorized, shall be fined not more than \$5,000 for individuals and \$10,000 for groups, or imprisoned not more than six months, or both.

**Did You Know?** The 4-H Name & Emblem is a highly valued mark within our country’s history. As such, it was granted a very unique and special status; it is in a category similar to the Presidential Seal and the Olympic Emblem. This federal protection makes it a mark into and of itself with protection that supersedes the limited authorities of both a trademark and a copyright. As a result, responsibility and stewardship for the 4-H Name & Emblem were not given to the U.S. Patent Office but were given to a higher level of the federal government, a member of the Cabinet, the Secretary of Agriculture. The Secretary has responsibility for the 4-H Name and Emblem, at the direct request of Congress. The “18 USC 707” is the statement in the United States Code that outlines the protection of the 4-H Name & Emblem.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

### **National 4-H Headquarters Fact Sheet**

The 4-H Name and Emblem is a Federal mark, protected by 18 U.S.C. 707, and is entrusted by Congress to the Secretary of Agriculture. The Secretary has delegated responsibility for the proper use of the 4-H Name and Emblem to the Cooperative State Research, Education, and Extension Service (CSREES) and, within CSREES, responsibility resides in the National 4-H Headquarters-USDA.

The National 4-H Headquarters – USDA recently completed a review of existing laws, regulations and policies governing the granting of authorization to use the 4-H Name and Emblem. It was reaffirmed that the primary consideration for granting authorization to use the 4-H Name and Emblem is for the educational and character-building purposes of the 4-H program and can be used only as authorized by the statute.

In order to continue proper and effective control of the 4-H Name and Emblem entrusted to it by the Secretary of Agriculture, CSREES and the National 4-H Headquarters – USDA reiterate the primary criteria, established by law and regulation, employed to authorize use of the 4-H Name and Emblem:

1. Primary consideration is given to promoting and enhancing 4-H Youth Development through authorized representatives of the USDA, the Cooperative Extension Services, the land-grant institutions and the National 4-H Council.

2. Authorizations and approvals must be used for the educational and character-building purposes of the 4-H program and to serve the educational needs and interests of 4-H youth.

3. Any use of the 4-H Name and Emblem is forbidden if it exploits the 4-H programs, its volunteer leaders or the 4-H youth participants or the USDA, the Cooperative Extension Services or the land-grant institutions, or their employees. To address this, it is the policy of CSREES and the National 4-H Headquarters-USDA not to provide authorization to: (1) commercial firms, vendors or organizations that would profit from the use of the 4-H Name and Emblem for merchandise, supplies, products, and/ or services, or (2) when intended for or available to the general public with no benefit to the educational goals and objectives of the 4-H Youth Development program. This is applicable for all levels of the Cooperative Extension System.

4. The 4-H Name and Emblem shall not be used to imply endorsement of commercial firms, products, or services.

5. Within their respective geographical areas, Extension Directors/ Administrators may approve the use of the 4-H Name and Emblem for special programs, services, supplies, etc. offered statewide or in more than one county. County Extension Chair and 4-H Agents may do so within their specific county only. CSREES and the National 4-H Headquarters-USDA provides authorization for these items nationwide or when involving more than one state. A State or local 4-H program may contact a company to develop items for their use, as outlined above. The item must clearly identify the local 4-H program. The state or local 4-H program does not need approval from the National 4-H Headquarters to create those items. The state or local 4-H program can approve the use of the Name and Emblem on items that enhance or promote their programs. The use of the 4-H Name and Emblem in more than one state or on a regional or national basis requires the approval of the National 4-H Headquarters-USDA.

6. The National 4-H Supply Service, operated within the National 4-H Council, insofar as possible, is the official primary source of supplies, paraphernalia, and other similar items bearing the 4-H Name and/or Emblem, for all levels of the 4-H program. The Supply Service should be consulted initially by State and local 4-H programs to determine the availability of items. The Act of Congress pertaining to the 4-H Name and Emblem (18 U.S. C. 707), the official regulations (7 CFR Section 8), and specific guidelines designed to assist CSREES, the National 4-H Headquarters – USDA, and its partners at the Land-Grant Universities in carrying out their responsibilities pertaining to the 4-H Name and Emblem are contained in their entirety in the handbook “The 4-H Name and Emblem – Guidelines for Authorized Use.” The handbook is available at the State 4-H offices. The process for applying for authorization to use the 4-H Name and Emblem is described in the handbook and also on the National 4-H Headquarters – USDA web site. <http://www.national4-hheadquarters.gov>.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

### **National 4-H Headquarters Fact Sheet**

4-H Charters, either in certificate or letter form, provided by the United States Department of Agriculture (USDA) and signed by the Secretary of Agriculture's designated representative are the only documents that officially recognize a 4-H Club or Affiliated 4-H Organization and authorizes its use of the 4-H Name and Emblem for the conduct of 4-H Youth Development programs. The USDA 4-H Charter may be obtained from

the National 4-H Headquarters-USDA in any of three formats: Electronic version (most widely used), Ceremonial Charter (for special occasions or recognitions), and a Letter version. As formulated under Title 18 U.S.C. 707, Federal regulations state "The Cooperative Extension Service, land grant institutions, local 4-H Clubs and groups and other officially affiliated 4-H organizations recognized by the Secretary of Agriculture...are authorized to use the 4-H Name and Emblem." USDA 4-H Charters are the documentation of that recognition. State and local charters that do not include a USDA signatory can not be considered official charters. A Charter is required for any 4-H entity for it to: 1) use the 4-H Name and Emblem; and 2.) be included under the Tax-Exemption Group Ruling for 4-H. State 4-H offices should maintain documentation on the issuance of Charters to 4-H entities within their respective States. Charters should be issued when establishing a 4-H entity. For those 4-H Clubs and Affiliated 4-H Organizations that have been long established and verification of a valid Charter is not available, issuance of a new Charter is recommended.

Examples of Frequently Asked Questions:

Q. How can I obtain copies of the USDA 4-H Charter?

A. State 4-H Offices may obtain as many copies as needed of the USDA 4-H Charter, in the official formats through the National 4-H Headquarters – USDA. Contact the Headquarters at (202) 720-2908.

Q. Is there an expiration date on the Charters?

A. No. The USDA 4-H Charter, once issued, would be valid for as long as the 4-H entity receiving the Charter existed. If the 4-H entity disbanded, separated into multiple entities, or changed its name, a new charter would need to be issued. States may elect to use an expiration date on the USDA 4-H Charter prior to issuance; however, USDA does not mandate the use of an expiration date. Additionally, even with a change in the USDA designated representative, the USDA 4-H Charters remain valid until new ones are

made available from the National 4-H Headquarters – USDA.

Q. How does not having a valid USDA 4-H Charter affect the tax-exempt status?

A. In order for the IRS to verify the tax exempt status of individual 4-H clubs and affiliated 4-H organizations, these entities must obtain a Federal Tax Identification Number or EIN; and submit a request in writing to the IRS for inclusion under the 4-H Group Exemption Number. To use the GEN, you must be an officially recognized 4-H entity. The USDA 4-H Charter provides that recognition.

### **National 4-H Headquarters Fact Sheet**

As determined by the Internal Revenue Service (IRS), 4-H Clubs and Affiliated 4-H Organizations are exempt from Federal income tax under the provisions which correspond to section 501 (c) (3) of the IRS Code. Donors may deduct contributions to 4-H clubs and affiliated 4-H organizations

such as; bequests, legacies, devises, transfers, or gifts as applicable under the IRS Code. The IRS has assigned a Federal Income Tax Group Exemption Number to 4-H which must be used by all 4-H Clubs and affiliated 4-H organizations when filing or corresponding with the IRS. The

Group Exemption Number (GEN) is 2704. Additionally, there is a Federal Tax Identification Number, commonly know as an Employer Identification Number (EIN) assigned to the National 4-H Headquarters-USDA that identifies that office as the “parent” entity for 4-H Clubs and Affiliated 4-H Organizations. That Federal Tax Identification Number is 52-1057382. These numbers are available for reference when addressing tax exemption status questions about 4-H clubs and affiliated 4-H organizations.

In order for the IRS to verify the tax exempt status of individual 4-H clubs and affiliated 4-H organizations, these entities must:

Obtain a Federal Tax Identification Number or EIN; and submit a request in writing to the IRS for inclusion under the 4-H Group Exemption Number.

The EIN may be obtained on-line from the IRS at <http://www.irs.gov>. Click on search EIN and complete form SS-4. Insure that the GEN 2704 is used when completing the form. The EIN is provided on-line. The written request should be submitted to: Internal Revenue Service, Ogden, UT 84201

Include the Name of the 4-H club or affiliated 4-H organization, mailing address, GEN 2704, EIN and effective date requested for inclusion under the Group Ruling. The written request MUST be signed by a state or local Cooperative Extension Service official.

For questions concerning the Tax Exempt status of 4-H Clubs or Affiliated 4-H Organizations, please contact the National 4-H Headquarters- USDA at (202) 720-2908 or at <http://www.national4-hheadquarters.gov>.

## 4-H CLUB BYLAWS

### ARTICLE I – Name

The name of this organization shall be:

\_\_\_\_\_ 4-H Club

### ARTICLE II – Object

The object of this 4-H club shall be:

- ❖ To promote the educational, cultural, social and life skills development of youth members through activities and projects, and;
- ❖ To promote goodwill in our community and youth citizenship experiences by participating in service projects.

### ARTICLE III – Members

1. Any youth who will turn at least 5 years of age and be in Kindergarten and not exceed 20 years of age by January 1 of the current 4-H year may become a member.
2. Membership will be limited to \_\_\_\_\_ youth except as provided in paragraph a) below:
  - a) To promote family unity, an existing member's brothers or sisters may become members upon reaching the minimum age for membership, even in excess of the maximum membership.
3. Clubs may collect annual dues.
  - a) Our club membership requires annual dues of \$\_\_\_\_\_ (*insert "0" if none are required*). The Executive Board may waive dues where they find there is a *genuine* inability to pay because of financial limitations.
  - b) Members not paying their dues within the specified time will be dropped from the club membership.
  - c) Dues must be paid between the \_\_\_\_\_ monthly meeting and the \_\_\_\_\_ monthly meeting. Members accepted outside of these dates must pay their dues on or before the second monthly meeting after becoming a member.

4. To continue membership in good standing, members:
  - a) Must attend \_\_\_\_\_ percent of the regular meetings.
  - b) May not be absent from more than \_\_\_\_\_ consecutive meetings.
  - c) Must complete at least \_\_\_\_\_ project(s) to conclusion. (Club determines if the submission of a record book is required.)
  - d) Must make a demonstration, illustrated talk, speech or other subject matter presentation before the club each year.
5. Individuals whose membership has been revoked may rejoin the organization. However, members who lost membership more than \_\_\_\_\_ time(s) by failure to meet their obligations as a member may be permanently denied renewed membership in the club.
6. Members have the right to vote on all voting issues of the club.
7. Adult 4-H leaders shall be considered Associate members. Associate members shall have the right to address the membership, but they may not vote or hold office.
8. This club does not discriminate on the basis of age, race, color, religion, gender, national origin, disability, veteran status, sexual orientation, or ancestry regarding its leaders and members.

*ARTICLE IV – Officers*

1. The primary offices of this club shall be President, Vice President, Secretary, Treasurer,  
 \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.  
 The offices of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ shall be optional, to be filled when there are sufficient qualified candidates.
2. Officers shall be responsible for those duties described in these bylaws and the parliamentary authority.
3. Term of office shall be from \_\_\_\_\_ to \_\_\_\_\_ or until succeeded in office.

4. Vacancies created by resignation, impeachment or events may be filled by a majority vote at any regular meeting.
5. No member may serve more than \_\_\_\_\_ consecutive terms in the same office.
6. Officers will be elected annually at the \_\_\_\_\_ monthly meeting.
7. The current President may appoint a nominating committee who will be responsible for identifying candidates. Nominations will also be taken from the floor on election day.

*ARTICLE V – Meetings*

1. Regular monthly meetings will be held on the \_\_\_\_\_  
(1<sup>st</sup> through 4<sup>th</sup>)) (day of the week).
2. A temporary change in the regular meeting date may occur by majority vote at a previous meeting.
3. Additional meetings may be called by a majority vote of the Executive Board, provided members receive \_\_\_\_\_ day's prior notice.
4. The minimum number of members needed to constitute a quorum to conduct business at a meeting will be \_\_\_\_\_ percent of the total membership.

*ARTICLE VI – Executive Board*

1. The Executive Board shall consist of the officers of the club and \_\_\_\_\_.
2. The Board shall supervise the affairs of the club between regular meetings and have authority to conduct business on behalf of the club.
  - a) The Board is subject to the orders of the club, and shall report any actions to the membership at the next meeting.
  - b) No Board actions shall conflict with action taken by the club.

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New Mexico State University's  
Cooperative Extension Service  
College of Agriculture and Home Economics  
United States Department of Agriculture

