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Section 1: What is 4-H?

4-H is the largest out-of-school youth organization in the United States with over seven million youth members. 4-H is the University of Nebraska–Lincoln Extension’s dynamic, non-formal, educational program for young people. The program partners the efforts of youth, volunteers, state Land-Grant Universities, state and local governments, 4-H Foundations, and the National Institute of Food and Agriculture (NIFA) of the United States Department of Agriculture (USDA). Nebraska 4-H is comprised of youth and adults. Adults are involved as volunteers, working with youth as club or project leaders or on committees and boards providing the framework for the 4-H Youth Development program.

All partners are working across the country to assist youth in developing knowledge, skills and attitudes that will enable them to become productive and contributing members of society. 4-H influences youth from all ethnic, racial, and socio-economic backgrounds who live in rural, suburban, and urban communities.

4-H policy is essential for all partners to work toward a program that focuses on positive youth development.

Using the 4-H Policy and Procedure Handbook:

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

The following legend provides a visual for decision makers to have a clear understanding as to the intent of each section within this handbook. Questions surrounding the content may be addressed by University of Nebraska–Lincoln Extension 4-H Administration.

Legend

Policy: Not negotiable.

Guideline: Strongly recommended.

Procedure: Recommended “Implementation Steps” for 4-H Staff
2. Nebraska 4-H Policy

2.1 The 4-H Policy:

The 4-H Policy provides a consistent framework for 4-H programs throughout the state. The Policy Handbook is a guide for the management of these programs in Nebraska. Policy is created to ensure that 4-H programming is consistent, fair and legal.

2.1.1 Failure to follow policy

Failure to follow policy could result in the loss of authorization to use the 4-H name and emblem or potential dismissal from the 4-H program as deemed appropriate by University of Nebraska–Lincoln Extension Administration.

2.2 Approval of Nebraska 4-H Policy:

The policy has been approved by University of Nebraska–Lincoln Extension Administration and is the official policy of Nebraska 4-H Youth Development. Extension faculty on the 4-H Policy Committee developed the policies in this handbook. The committee represents University of Nebraska–Lincoln Extension 4-H. The committee continually seeks ideas, input and feedback.

Accountability to the Policy: All University of Nebraska–Lincoln Extension faculty, staff, and volunteers and youth must adhere to these policies.

2.3 County versus State Policy:

All University and County Extension staff and volunteers representing the University of Nebraska–Lincoln Extension have the responsibility to support and implement the Nebraska 4-H Policy. 4-H participants and families are responsible for following the policy.

Policies of the local 4-H Council will not contradict, violate or supersede the University of Nebraska–Lincoln Extension or National 4-H policies.

The following questions will determine if county policies are consistent with the University of Nebraska–Lincoln, national and state 4-H policies:

- Does this rule contradict state and/or national policy?
- Does the rule discriminate against a 4-H member or volunteer?
- Does the rule honor the role of 4-H as the premiere youth educational organization?
- Are we keeping youth first? Are there any special circumstances? In 10 years, what difference would it make?
2.4 Essential Elements / Positive Youth Development

The goal of the 4-H Essential Elements program is to help professionals and adult volunteers who work with youth to understand the importance of exposing youth to opportunities and experiences that are focused on the social, emotional and physical elements necessary for positive development. The National 4-H Essential Elements Team believe that the eight 4-H Essential Elements are central to young people becoming competent, contributing adults.

Each of the eight Essential Elements is vital to the growth and development of youth. It is the combination of these elements that creates a positive environment for youth development. By leaders intentionally focusing on these elements, youth benefit from participating in hands-on, experiential activities and events, feeling nurtured in a safe environment, mastering new skills and abilities, and knowing that they are contributing to their environment and communities in a positive way.

The Eight Essential Elements:

1. Positive Relationship with a Caring Adult
2. A Safe Emotional and Physical Environment
3. An Inclusive Environment
4. Engagement in Learning
5. Opportunity for Mastery
6. Opportunity to See Oneself as an Active Participant in the Future
7. Opportunity for Self-Determination
8. Opportunity to Value and Practice Service to Others

2.5 4-H Non-Discrimination Statements:

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

*Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.*

*The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.*

2.6 Code of Ethics:

The primary goals of the Nebraska 4-H Youth Development program are to help youth develop competency in their projects, confidence in themselves and others, connections in their community, life skills, and sound character. Adults are to help youth do what they are capable of doing, promote teamwork and leadership while helping 4-H members learn, and have fun. Everything an adult says and/or does should be consistent with positive youth development.

Nebraska Extension Staff and/or Volunteers will:

1. Act to encourage and justify trust. Teach 4-H members the meaning and importance of trustworthiness.
2. Treat members, parents, volunteers, Extension staff, judges and others with respect, courtesy and consideration. Avoid and prevent put-downs, insults, name-calling, yelling and other verbal or non-verbal conduct likely to offend, hurt or set a bad example.

3. Be informed about youth and their positive development. Fulfill responsibilities by striving to improve performance as Extension staff, volunteer and mentor of youth. Attend training sessions, seek out and use research-based resources and educational materials.

4. Teach and model kindness and compassion for others. Recognize that all youth have skills and talents that can be used to help others and improve the community. Teach and demand teamwork and discourage selfishness.

5. Teach and model fair-mindedness; be open to ideas, suggestions, and opinions of others.

6. Make all reasonable efforts to ensure equal access to participation for all youth and adults, regardless of race, creed, color, sex, national origin or disability. Make all decisions fairly and treat all youth and adults with impartiality.

7. Teach and model the importance of obeying laws and rules as an obligation of citizenship and obey the laws of the locality, state and nation.

8. Promote the responsible treatment of animals and stewardship of the environment.

9. Not use alcohol or any illegal substance while working with or when responsible for youth. Do not be under the influence while working with or when responsible for youth. Do not allow youth to do so while under your supervision.

10. Not harming youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect or other harmful behaviors.

11. Provide a safe environment for youth to learn.

2.7 Grievances and Protests:

Differences in opinions are a part of life. To ensure consistency and fairness, a written grievance process is necessary to respond to and resolve 4-H issues and complaints in a manner that teaches good character, life skills and positive youth development.

2.7.1 State Fair Protest Committee Process

The respective superintendent has the authority to make appropriate decisions based on the 4-H State Fair Book. When needed, a committee shall be appointed to serve as a protest review group. They will meet when needed to act upon concerns.

- All protests must be submitted in writing and signed.

- The written protest must be submitted to the State Fair 4-H Management Team and must include:
  - Names of persons involved
  - Nature of concerns
  - Situation and documentation
  - Recommendations for correction
  - Specific action, rule, etc., in question
  - Additional persons committee may contact for further clarification
  - Procedures and/or steps carried out by persons involved prior to submission of the protest to the State Fair 4-H Management Team.

- The committee will review the written protest. They may discuss the situation with affected persons and show officials, including Nebraska State Fair management. Recommendations will be developed, followed, and communicated both verbally and in writing to the group or individual affected.
• In cases of protest, the exhibitor may be allowed to compete. Results of the competition will be subject to change based on the outcome of the protest process. This allows for smooth operation of the show and facilitates appropriate processing.

• The State Fair 4-H Management Team reserves the right to withhold any award. The exhibitor may be excluded from the show if action warrants.

• Protests will not be accepted after the exhibit or event/activity is completed/released.

• Protests related to judges’ integrity, decisions, placings, or other evaluations will not be accepted.

2.7.2 State Fair Livestock
Reference the State Fair Book for the grievance procedure for Nebraska State Fair.

2.7.3 State Event Protest Committee Process
(Excluding State Fair & District/State Horse Shows)
The respective State Event Coordinator/Superintendent has the authority to make appropriate decisions based on the specific event guidelines. When needed, a committee shall be appointed to serve as a protest review group. They will meet when needed to act upon concerns.

• All protests must be submitted in writing and signed.

• The written protest must be submitted to the State Event Coordinator and Superintendents and must include:
  ◦ Names of persons involved
  ◦ Nature of concerns
  ◦ Situation and documentation
  ◦ Recommendations for correction
  ◦ Specific action, rule, etc., in question
  ◦ Additional persons committee may contact for further clarification
  ◦ Procedures and/or steps carried out by persons involved prior to submission of the protest to the State Event Coordinator and Superintendents.

• The committee will review the written protest. They may discuss the situation with affected persons and event officials. Recommendations will be developed, followed, and communicated both verbally and in writing to the group or individual affected.

• In cases of protest, the youth may be allowed to participate. Results of the event will be subject to change based on the outcome of the protest process. This allows for smooth operation of the event and facilitates appropriate processing.

• The management reserves the right to withhold any award. The youth may be excluded from the event if action warrants.

• Protests will not be accepted after the event/activity is completed/released.

• Protests related to judges'/officials integrity, decisions, placings, or other evaluations will not be accepted.
2.7.4 District and State 4-H Horse Show Protest Policy

Any complaint/protest against participants must be submitted in writing with a $25 fee. The fee is refundable if the protest committee rules in favor of the 4-H’er submitting the request.

- Protests must be submitted to the show superintendent or state personnel.
- Protests must be submitted in writing and presented by the 4-H’er only. Protests made by anyone other than a 4-H’er will be considered invalid.
- The decision of the judge is final. The protest committee will not reverse the placing of a class.
- The exhibitor or horse and the reason for the protest being filed must be designated.
- Protests will be made with the understanding that the protestor’s name will be shared with the Protest Committee.
- In case of protest, the exhibitor may be allowed to show, but the results of showing will be subject to change based on the outcome of the protest process. This allows for smooth operation of the show and facilitates appropriate processing.
- Protests will not be accepted after completion of the show.

2.7.5 County Grievance Policy

Counties should establish their own grievance procedure. Following are recommended procedures for the development of a county grievance policy. It is recommended that counties remain consistent with the process defined at the state level. A grievance may typically be filed around a competitive event, but other issues may arise in which this policy could be used.

- The Extension Educator, together with the local 4-H Council and the local 4-H Council Protest Committee, has the authority to make appropriate decisions on local 4-H disputes. These decisions will be formulated using state policy and national directives as formulated by this policy or as dictated by law.
- All protests must be submitted in writing and signed by the protestor.
- The written protest must include:
  - Names of persons involved
  - Cause of complaint or appeal
  - Situation and documentation
  - Recommendations for correction
  - Specific action, rule, etc., in question
  - Additional persons the committee may contact for further clarification
  - Procedures and/or steps carried out by the person involved prior to submission of the protest to the Protest Committee.
- Membership of the protest committee will be outlined in 4-H Council By-laws.
- Protests will not be accepted after the exhibit or event/activity is completed/released.
• The protest will be acknowledged after receiving the written protest and will be responded to in a timely manner.

• Protests related to judges’ integrity, decision, placings or other evaluations will not be accepted.

• (Optional) A $50 deposit will accompany the written protest, which will be forfeited if the protester does not attend the protest resolution meeting. The deposit will be returned upon completion of the process.

• The committee will review the written protest. They may call for a face-to-face meeting with affected persons and event leadership to discuss the situation and the official ruling. Recommendations will be developed, followed, and communicated both verbally and in writing to the individual or group affected.

• Failure of the protester to attend the face-to-face meeting with the Protest Committee will result in no action and forfeiture of the deposit.

• In cases of protest, the 4-H member/parent/leader may continue to participate. Results of participation will be subject to change based on the outcome of the protest process.

• The Protest Committee and Event Leadership reserves the right to withhold any award. The 4-H member/parent/leader may be excluded from 4-H if action warrants.
3. Organization and Administration

3.1 UNL Extension:

The mission of UNL Extension is to help Nebraskans enhance their lives through research-based education. To do this, Extension faculty and staff develop, deliver, and/or teach and evaluate research-based educational programs. Extension is a unique partnership established by Congress in 1914. It is a national education network designed to meet the needs for research, knowledge and educational programs that enable people to make practical decisions. This publicly funded, nonformal collaborative educational network combines the expertise and resources of federal, state, and local governments. It includes the National Institute of Food and Agriculture (NIFA) of the U.S. Department of Agriculture, the University of Nebraska–Lincoln, a land-grant university, and 83 county or multiple-county offices throughout the state.

3.2 Extension Staff:

UNL Extension is organized and structured to extend the resources of the University of Nebraska to the citizens of all communities across the state. Extension faculty serve in a variety of positions on the University of Nebraska–Lincoln campus, in Research and Extension Centers or in one of the 83 county or multi-county offices throughout the state. They serve as Extension Specialists, Educators, Associates, and Assistants. The variety of position descriptions reflects the ability of Extension to focus staff expertise toward very specific or general program needs.

3.3 Role of Extension Staff in 4-H:

The roles of specialists, educators, associates, and assistants are continuously evolving. While there are distinct responsibilities tied to each of these roles, there is also an increasing number of overlapping responsibilities, especially between specialists and educators. Teamwork and communication are significant responsibilities of everyone and it is essential to have dialogue among specialists, educators, associates and assistants about their program goals and accomplishments. Faculty and staff have responsibilities for addressing the growing diversity of needs of Nebraskans. While it is expected that specialists assume lead roles in developing curricula, development of curricula is evolving into more of a partnership with educators. Educators are key to the determination of appropriate delivery modes because of their familiarity with constituents and their increasing responsibility for teaching locally delivered programs. There are also venues where specialists, educators, and assistants team teach. Assistants, in their specifically targeted roles, work with their supervising specialists/educators to deliver programs. Planning and development of educational 4-H programs is a shared responsibility between Extension staff and local volunteers. Extension staff is responsible for:

- Communicating 4-H policies to the members, parents and volunteers in the local program.
- Providing overall leadership and management of the 4-H program in the county.
- Keeping 4-H volunteers informed of current UNL Extension priority areas and opportunities for related youth programming.
- Providing growth opportunities and training for 4-H volunteers, leaders and members.
- Empowering 4-H volunteers to give leadership and direction to 4-H programs.
- Involving clientele in program decision-making through advisory councils and committees.
- Being sensitive to the basic needs of youth, volunteers and the community.
SECTION 4

4. 4-H Lore

4.1 Nebraska 4-H Mission Statement:

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

4.2 4-H Vision:

A world in which youth and adults learn, grow and work together as catalysts for positive change.

4.3 4-H Educational Philosophy:

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

4.4 4-H Pledge:

The pledge tells what 4-H is about. The 4-H goal is the four-fold development of youth: Head, Heart, Hands and Health. The pledge was adopted by the delegates of the 1927 National 4-H Club Camp in Washington, D.C. State club leaders voted for and adopted the pledge for universal use. The phrase “and my world” was added in 1973. The saying of the pledge has a prominent place in 4-H activities, at regular 4-H meetings, achievement days and other club events.

I Pledge my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
and my Health to better living,
for my club, my community, my country,
and my world.

4.5 4-H Motto:

The motto “To Make the Best Better” is intended to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences.

4.6 4-H Colors:

The 4-H colors are green and white. Green, nature’s most prominent color, symbolizes growth. The white symbolizes purity and high ideals.
4.7 4-H Name and Emblem:

4.7.1 Official 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 18 USC 707 notice is part of the Emblem.

4.7.2 4-H Name and Emblem Regulations:

The 4-H Name and Emblem are protected under federal statute Title 18, U.S. Code 707. This provides the 4-H Name and Emblem with the level of protection afforded other Federal marks, such as the Seal of the President of the United States. Congress has delegated to the Secretary of Agriculture responsibility for the proper use of the 4-H Name and Emblem. The Secretary, in turn, has delegated responsibility to the National Institute of Food and Agriculture (NIFA) and, within NIFA, responsibility resides in the 4-H National Headquarters.

It is critical that Extension staff know and understand the policy for use of the 4-H Name and Emblem. The regulations concerning the proper use of the 4-H Name and Emblem are on the NIFA/USDA website at http://www.csrees.usda.gov/nea/family/res/youthdev_res_emblem.html. A 4-page fact sheet for using the 4-H Name and Emblem is at http://www.csrees.usda.gov/nea/family/res/pdfs/using_the_4h_name.pdf.

4.7.3 Use the Whole Emblem:

The 4-H Emblem should always appear as a whole and complete image.

- Do not remove any leaves. Do not superimpose another image over the top of one of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem.
- Don’t “cut off” a leaf by running it off the edge of the paper in print media or other designs.
- Don’t place text or other images over or on top of the 4-H Emblem.
- The 4-H Emblem should not appear screened under words or graphics. No photo, drawing, symbol, word or other figure or object may be placed on or obscure the 4-H Emblem. This includes on web pages, where it should not appear as a “watermark” behind other information.
Appropriate Uses of the Emblem

4.7.4 4-H Emblem Colors:

The official and preferred color of the 4-H Emblem is 100 percent PMS 347 green. The clover can also be white, black, or metallic gold. The H’s on the clover can be white, metallic gold on a green clover, green on a white clover or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background. The 4-H Emblem should never be screened, shaded, gradated or appear in a multi-colored hue.

One-color printing requires either PMS 347 green or black. For commercial applications, the “18 USC 707” notice should be the same color as the clover leaves. Black is the only acceptable alternative to green for one-color printing and should be used only when cost prohibits green ink or color photocopies.

Two-color printing. Only PMS 347 green may be used for the leaves and “18 USC 707” notice. The H’s will be reversed out of the PMS 347 to be white or the color of the paper on which the emblem is printed. The H’s may also be printed in metallic gold (PMS 873) on a green background.

Four-color printing. In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H’s PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no CMYK equivalent to PMS 873.

Video and Computer Screen Colors (Electronic Media). The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: R=51, G=153, B=102. No other colors are acceptable.

For exceptions to the guidance provided regarding color, especially in non-print or corollary materials, please contact 4-H National Headquarters.
4.7.5 Using the 4-H Name:

The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term “4-H,” it must conform as follows:

- Numeral “4” separated from a capital “H” with a hyphen (not a dash, slash or space).
- Do not replace 4-H with “Four-H.”
- Do not use the 4-H Emblem in place of the word “4-H” in a title or text.
- Avoid separation of any of the elements of the 4-H Name at the end of sentences.

4.7.6 Application to Use the 4-H Name and Emblem:

Primary consideration for granting authorization to use the 4-H Name and Emblem is for educational and character-building purposes of the 4-H program and can be used only as authorized by the statute.

4-H clubs receive official authorization to use the 4-H name and emblem when they become a chartered 4-H club. Commercial vendors, private organizations or any other entity may receive authorization from the local Extension office or the State 4-H Office.

It is recommended that local 4-H clubs work closely with Extension staff when designing t-shirts or other items that will bear the 4-H Name and Emblem. Extension staff should confirm that the 4-H Name and Emblem is being used according to regulation.
5. **4-H Eligibility**

5.1 **Age Requirements:**

Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture. The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

4-H is open to all youth between the ages 5 and 18 (4-H Age), regardless of race, color, national origin, gender, religion, age, disability, political beliefs, and marital or family status as determined by the following age criteria:

- 4-H: The age of the youth before January 1 of the current year.
- If your birthday is on January 1, your 4-H age is the age you were on December 31st.
  - If you turn eight (8) on January 1, your 4-H age is seven (7).
  - If you turn nine (9) on January 1, your 4-H age is eight (8).
- 4-H eligibility is determined based on the 4-H age. (The age of the member on December 31st of the previous year)
- The first year of eligibility for participation in the 4-H Clover Kids program is the 4-H age of five (5).
- The last year of eligibility for participation in the 4-H Clover Kids program is the 4-H age of seven (7).
- The first year of eligibility for the regular 4-H program is the 4-H age of eight (8).
- The last year of eligibility is 4-H age of eighteen (18).
- Certain programs designed for children with special needs/disabilities may establish age limits outside of those stated above. This decision will be determined locally.

5.2 **Youth with Special Needs/Disabilities:**

4-H programs should be designed to consider the needs of participants with special needs/disabilities. All applications to any program should contain the following question:

Do you request any accommodation for a disability in order to participate in this program? If so, please explain.

Should you encounter a participant, either adult or child, in need of or requesting accommodation for disability, contact the University of Nebraska–Lincoln ADA/504 Compliance Office, (402) 472-8404, for assistance in evaluating what actions might be necessary or appropriate.
5.3 Married Youth:

Married individuals who meet age requirements are eligible to fully participate in the 4-H program and are eligible for all benefits therein.
6. Enrollment

6.1 Enrollment:

4-H Members and Leaders are responsible each year for enrolling in 4-H. University of Nebraska–Lincoln Extension staff are responsible for overseeing the process. For adults who are becoming volunteers for the first time, the enrollment process includes a volunteer screening. All volunteers and staff who work directly with youth are required to complete the Youth Protection 4-H Volunteer Screening Form. [http://4h.unl.edu/youthprotectionresources](http://4h.unl.edu/youthprotectionresources)

6.1.1 Members

For members, this enrollment includes completing an enrollment form, selecting projects and meeting other county expectations (i.e. paying dues). A signed enrollment form will include:

1) Permission for use of the child’s name/photograph in publications, advertisements or news articles pertaining to 4-H Activities,
2) Permission for participation in program evaluations and
3) A signed 4-H Member Code of Conduct.

6.1.2 Leaders

For leaders, this enrollment includes:

1) Completing an enrollment form,
2) Completing a Youth Protection 4-H Volunteer Screening Form which includes the Leader Code of Conduct and
3) Completing the 1st Year Leader Orientation Training if applicable.

6.2 Enrollment Period:

Youth may enroll in 4-H at any time. They will be eligible to use curriculum and participate in club meetings, workshops and day camps, etc. However, selected events, such as the county fair, and certain project areas may have specific enrollment deadlines for participation. These deadlines must be met for participation. The state enrollment deadline for youth participation in State Fair is June 15.

6.3 Changes in Residence:

When 4-H members/volunteers move to another county and/or state, enrollment and participation will be transferred to the new Extension office upon request of the 4-H family. Records transferred into the county will be accepted and considered as a part of the individual’s achievement records. 4-H members meeting the 4-H enrollment regulations in the Extension Unit they have transferred to are eligible to participate in respective Extension Units 4-H events and programs.

6.4 Cross-county and Cross-state Line Participation:

University of Nebraska–Lincoln Extension will recognize 4-H members and volunteers of the 4-H program in which they are enrolled in irrespective of their place of residence.
A member cannot enroll in the same 4-H project area in more than one county or state in the same year. (Example: beef [bucket calf, feeder calf, market beef and breeding beef are among those listed within the beef project area], clothing, horse, foods, etc.) Exception: Youth may enroll in shooting sports projects in more than one county. Enrollment should occur by discipline (i.e., shotgun, BB gun) based on available certified instructors. Youth may not be enrolled in the same discipline in more than one county.

If a member is enrolled in more than one county, a member may not duplicate specific 4-H experiences by participating in more than one county or state in the same year. (Example: public speaking, presentation, Diamond Clover.)

4-H members may apply for county level awards, scholarships, or vouchers in the unit where they are enrolled, as long as they are not applying for similar awards, scholarships, or vouchers in another county where they may also be a member. (Example: You cannot apply for a Diamond Clover in one county and a Diamond Clover in another during the same year.)

4-H members represent the county in which they are enrolled when competing for state/national awards and scholarships. If they are selected in two or more situations for the above, they must choose which award they will accept. A member cannot receive two or more trips, awards, etc., for the same activity.

6.5 Privacy Policy:

Nebraska 4-H is sensitive of the need to protect the privacy of youth under the age of 19. As a result, we will not knowingly collect personal or identifiable information for anyone under age 19 without providing the parent with the information and having parental permission.

6.5.1 Web Postings

In compliance with the Children’s Online Privacy Protection Act, we will not require anyone under the age of 19 to disclose more information than is reasonably necessary to participate in the activity as a condition of participation. 4-H will not post identifiable information of a 4-H member on a web site as per the Children’s Online Privacy Protection Act of 1998, which provides protection for children under the age of 13. To view the Children’s Online Privacy Protection Act of 1998, visit: http://www.ftc.gov/ogc/coppa1.htm.

6.5.2 Confidentiality

The University of Nebraska–Lincoln Extension 4-H Youth Development Program protects the confidentiality of the names and personal information of 4-H members and leaders. No commercial or unauthorized use is made of names, addresses, and other confidential information of its members. Access to this information is strictly limited to the University of Nebraska–Lincoln system.
6.6 Media Release forms:

A signed release statement is required to use a 4-H member’s name or photographs in any 4-H publication, ad, news article or website. 4-H parents/guardians must update this release statement annually as part of the re-enrollment process. This release statement should be used on all 4-H (re-)enrollment forms for both members and leaders.

I give permission to use my name or child’s name/photograph in publications, advertisements, 4-H webpage or news articles pertaining to 4-H activities.

For items where a more formal release is needed, use the University of Nebraska–Lincoln release form as follows:


6.7 Consent to Participate in the State-wide Impact Studies:

Following 4-H events/programs youth may be asked to voluntarily participate in a program evaluation to assess positive impacts gained from 4-H participation. Evaluations are voluntary and youth can refuse to participate or withdraw at any time without harming their relationship with researchers, the University of Nebraska–Lincoln or the 4-H program or in any other way receive a penalty of loss of benefit to which they are otherwise entitled.

Complete consent statements for use with member enrollment forms are available at

http://4h.unl.edu/c/document_library/get_file?uuid=1d7b94b9-8287-43e6-bf47-7decad139777&groupId=466759.
7. Methods of Participation

Youth may participate in 4-H through a variety of program delivery modes, including:

- Organized 4-H Club
- School Enrichment
- Afterschool Program
- Day Camp
- Residential Camp
- Special Interest Groups
- On-line Technology

Other program components include:

- Clover Kids
- Families, Independent Members, and Others

Statistical information about Nebraska 4-H members and volunteers is reported by staff as required by the Federal ES237 reporting system. The 4-H Federal reporting year is October 1 to September 30. All levels of the Nebraska 4-H development program comply with Federal definitions for methods of participation as follows:

7.1 Youth members of organized 4-H clubs:

A 4-H club is an organized group of youth, led by an adult, for a long-term, progressing series of educational experience. The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence and generosity. These Essential Elements foster those educational opportunities that are tied to the Land Grant University knowledge base. 4-H clubs may meet in any location, typically have elected officers and a set of rules approved by the membership to govern the club.

7.1.1 Community clubs

Community clubs typically meet in the evenings or on weekends and offer self-chosen multiple learning experiences and activities.

7.1.2 In-school clubs

In-school clubs meet during school hours, but have officers and planned activities beyond school enrichment.

7.1.3 4-H after-school clubs

4-H after-school clubs are organized within child care settings. They have officers and planned activities.

7.1.4 Military 4-H clubs

Military 4-H clubs are organized by the Armed Forces, often on military installations, and principally for military dependents.
7.2 Youth participating in 4-H school enrichment programs:

Groups of youth receiving a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. Involves direct teaching by Extension staff or trained volunteers, including teachers.

7.3 Youth participating in after-school, school-aged child care education programs:

Educational programs offered to youth outside of school hours, usually in a school or other community center and incorporating 4-H curricula. The primary purpose is to provide care for youth while parents are working or unavailable. (4-H clubs in school-age child care settings should be reported under Organized 4-H After-school Clubs, Section 7.1.3.)

7.4 Youth participating in Day Camping programs:

Youth taking part in an Extension planned educational experience. Day camping consists of multiple-day programs with youth returning home each evening.

7.5 Youth participating in Residential/Overnight Camping:

Youth taking part in an Extension planned educational experience. Overnight camping includes being away from home at least one night (residential, primitive or travel camping) and is not restricted to members of organized 4-H clubs.

7.6 Youth participating in 4-H Special Interest/Short-term programs/Day camp:

Groups of youth meeting for a specific learning experience that involves direct teaching by Extension staff or trained volunteers, including teachers. The program is not part of school enrichment curriculum and is not restricted to members of 4-H clubs. Multiple-day meetings, for example on college campuses, should be reported as short-term programs. The direct audience contact hours should be recorded for all programs. To be federally reported, direct audience contact hours should be at least six hours.

7.6.1 Project Groups would include educational programs for groups based on a Nebraska 4-H Curriculum.

7.6.2 Activity Groups would include educational programs for groups based around activities or events that are not tied to a particular curriculum. Examples of these would be field days, project judging or presentations.

7.7 Youth participating in On-Line Technology:

Youth offered learning experiences through Extension via on-line technology or distance education.
7.8 4-H Clover Kids Program:

The purpose of the 4-H Clover Kids program is to foster the development of life skills that are essential for the cognitive, social, emotional and physical maturation of younger children. Children of this age are a distinct audience for 4-H with unique learning characteristics and developmental needs that are different from older children and youth served through 4-H membership. As a result, the 4-H Clover Kids program is designed with specific educational objectives and program policies. 4-H Clover Kids programs and curriculum will include activities and learning opportunities that are developmentally appropriate for this age youth. Participation, safety, personal development, learning and fun are the highest priorities in providing 4-H Clover Kid programs.

7.8.1 4-H Clover Kid Age
   • Children may join 4-H Clover Kids when their 4-H age is five to seven.

7.8.2 4-H Clover Kid program is developmentally appropriate and involves the following components:

   • Encourages involvement of parent or significant adult
   • Focuses on self-esteem and provides positive feedback
   • Sharing through cooperative learning
   • Non-competitive: Youth within this age are not ready for competition
   • Emphasizes fun and success of every child
   • Recognizes individuals for participation
   • Recognizes and gives incentives without rank or placing

Clover Kid programs, in addition to the curriculum provided, can be developed as long as a safe environment is assured. (Go to Section 16.3, Clover Kids and Animals.)

7.9 Families, Independent Members and Others:

Planned learning that occurs independently of a formal group setting, such as a club. This may be an individual, paired or family learning effort. For many youth, their exposure to 4-H experiences and learning materials comes through activities conducted either within their family or an independent membership. While 4-H encourages participation in club settings to promote friendships and interaction with other youth and adults, for some youth, this is not always possible. Families and independent members are welcome to participate as a part of the 4-H experience.
SECTION 8

8. 4-H Club Standards

8.1 Definition of a Club:

Nebraska 4-H and 4-H National Headquarters define a 4-H Club as: an organized group of at least five youth from three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.

8.2 Structure of a 4-H Club:

4-H Clubs are to be structured as follows:

- Enrolls at least 5 youth members from at least 3 families.
- Is advised by adult staff or volunteers who have been screened and trained in accordance with the Nebraska 4-H Policy and Procedure Handbook.
- Conduct a minimum of 6 regular club meetings (virtual or face-to-face) per year, with many holding 9-12 regular meetings throughout most or all of the year, and often supplemented by project meetings, camps, fairs, and other 4-H learning activities.
- Selects youth officers or youth leaders to provide leadership to the club.
- Meets in any location — a home, community center, military installation, library, public housing site, school, afterschool program, and/or many other places.
- Helps youth and parents/guardians adapt in cases of mobility — linking them to 4-H programs in other counties and states.
- Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats.

8.3 Club Names:

Any organization that functions for the purpose of furthering 4-H objectives and programs and has been formally authorized to use the 4-H name and emblem by the appropriate representative of the Cooperative Extension Service must have names that:

- Are specific to the 4-H club or organization either through a unique name or by identifying the county or location. Examples: Share-N-Win 4-H Club (unique name); Calvert County 4-H Horse Club (generic name with county);
- Are not overtly religious or represent the beliefs of one denomination over another;
- Do not imply that membership is limited or exclusive; and,
- Are not offensive or generally seen as demeaning to any group protected by equal opportunity regulations.

Refer to the 4-H National Headquarters Fact Sheet, Naming 4-H Clubs, for further information.

8.4 4-H Club Charter:

A 4-H club must be chartered by 4-H National Headquarters at the U.S. Department of Agriculture and the Nebraska State 4-H office in order to be recognized as part of 4-H, and to be authorized to use the 4-H Name and Emblem. The Nebraska State 4-H office will maintain documentation on the issuance of Charters to 4-H entities within Nebraska. If a 4-H Club or an affiliated 4-H organization has been long established and verification of a valid Charter is not available, issuance of a new Charter is recommended. The New 4-H Club/Charter Application is to be completed by all new clubs. http://4h.unl.edu/web/4h/clubresources
8.5 Club Constitution and Bylaws:

All clubs are to function formally through a constitution and by-laws. These are the organizing documents of a club and describes how the club operates. A current copy of the club Constitution and Bylaws must be kept on file in the county extension office. A template for clubs to use is on the Club Resources webpage: http://4h.unl.edu/web/4h/clubresources

8.6 Club Finances:

Handling of money at the club level must comply with University of Nebraska–Lincoln Extension 4-H Financial Management Handbook and Federal policy. Clubs that handle money are required to submit a Year End 4-H Club Treasurer’s Report to the county extension office by December 31 of each year. In addition, IRS 990 filing (Form 990, 990EZ or 990N) must be completed annually by May 15. (See Section 12, Financial Management for detailed information on club finances and reporting requirements.)

8.7 Nebraska 4-H Club of Excellence:

The overall goal of 4-H clubs is to develop enthusiastic young people who boldly take action to demonstrate life skills as capable, caring, confident, competent kids of character, thus contributing to the improvement of themselves, their family, their club, their community, and their world. One way clubs can measure their success in meeting that goal is to become a Nebraska 4-H Club of Excellence. To receive this designation, clubs must meet the following criteria and complete the Summary Form located on the Club Resources webpage at http://4h.unl.edu/clubresources

8.7.1 Club of Excellence Criteria

To receive the designation as a Nebraska 4-H Club of Excellence, clubs must:

- Be structured as a 4-H Club (see Section 8.2)
- Recite the 4-H Pledge at meetings
- Have members who perform a presentation or public speaking at the club level or above.
- Complete one community service project.
- Have members who participate in county, district or state events.
- Celebrate member and club achievements.

If the Club meets all the requirements, they will get a certificate and a seal the first year and an additional seal in subsequent qualifying years. Counties can order certificates and gold seals by contacting the State 4-H Office.

8.8 Dissolution Clause:

In accordance with laws governing non-profit organizations, if a 4-H club/group disbands, all funds in the club/group treasury and any other property can only be given to another 4-H non-profit organization, such as the local 4-H Council, not to individuals in the club/group.
8.8.1 Club Dissolution Clause to be included in Club Bylaws

Upon dissolution of the (insert club name) 4-H club, the members agree that all real property, including money, equipment and land, shall become the property of a recognized 4-H club or group with the approval of the local 4-H Council and the county Extension Educator responsible for 4-H. The last official duty of the club’s organizational leader shall be to transfer club property and club records to the Extension office. Disbandment of assets of the club will be handled following the procedures outline in the Nebraska 4-H Policy and Procedure Handbook.

8.8.2 Procedure for Disposing of Assets of a Disbanded Club

The 4-H Club/Group shall be terminated and dissolved by a simple majority vote of the membership in favor of dissolution and termination of the 4-H Club/Group. The members shall also vote on how to disburse club resources for a project or activity or contribution to the betterment of the county 4-H or state 4-H program.

When a 4-H Club or Group dissolves or fails to reorganize without a vote of the members, the resources become the property of the local 4-H Council or the Nebraska 4-H Foundation after a waiting period of one (1) year. During the one (1) year waiting period, the account will be maintained by the treasurer of the local 4-H Council.

Upon dissolution and termination of the 4-H Club/Group for any reason, the officers shall take full account of the 4-H Club/Group assets and liabilities and shall liquidate the assets and apply and distribute the proceeds there from in the following order:

a. To the payment of the debts and liabilities of the 4-H Club/Group.
b. To the setting up of any reserves which the officers may deem reasonable and necessary for any contingencies of unforeseen liabilities or obligations of the 4-H Club/Group. Such reserves shall be paid over by the treasurer to an escrow account designated by the officers to be held for the purpose of distributing such reserves and payment of any such contingencies at the expiration of such period as the officers of the 4-H Club/Group may deem advisable.
c. The remaining balance shall be distributed to another 4-H club or group (such as the local 4-H Council or Nebraska 4-H Foundation) for the purpose of program development directly related to the enrichment of the quality of life of 4-H youth and volunteers. This can be given to any 4-H organization and/or a percentage to all.
d. In the event that the local 4-H Council or the Nebraska 4-H Foundation does not qualify for funds or does not exist at the time of dissolution and termination of the 4-H Club/Group, the balance remaining shall be distributed among the local 4-H Council or Nebraska 4-H Foundation accounts (must be different from the organization mentioned above).

Each of the members shall be furnished with a statement prepared by the 4-H Club/Group setting forth the assets, liabilities, and the distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H Club/Group shall cease.
9. 4-H Volunteers

A volunteer is any adult or youth recognized by Extension who is giving service to the 4-H program without salary or wages.

9.1 Being a 4-H Volunteer is a Privilege, Not a Right:

While volunteerism is crucial to the success of 4-H, it is a privilege, not a right to be a 4-H volunteer. Volunteers are expected to adhere to the Nebraska 4-H Volunteer Code of Ethics, located in the Volunteer Profile. Volunteers may be dismissed from service at any time, for any or no reason. (See Section 9.6, Volunteer Termination/Suspension.)

9.2 Age Requirements for 4-H Volunteers:

9.2.1 Minimum Age Requirements to volunteer as a 4-H Club Leader

Any adult who is of the age of majority in Nebraska (age 19) and who has been successfully screened can enroll as a leader of a 4-H club. Youth volunteers may help as teen club leaders or co-leaders under the direction of an adult volunteer.

9.3 Volunteer Enrollment:

All 4-H volunteers must enroll annually in the counties in which they serve and complete the following requirements: Leader Enrollment Form, Youth Protection 4-H Volunteer Screening Form which includes the Leader Code of Conduct, 1st Year Leader Orientation Training if applicable, On-going Training as Expected by County Program.

For adults, it also includes the completion of risk management screening using form 4HF 104 Youth Protection Volunteer Screening Form, http://4h.unl.edu/c/document_library/get_file?uuid=2017343e-b698-49dd-99b4-5ba27ac59a8b&groupId=466759&

9.3.1 Nebraska 4-H Volunteer Code of Ethics

Along with the initial enrollment, volunteers will read, agree to, sign, and submit the Nebraska 4-H Volunteer Code of Ethics.

**Nebraska 4-H Volunteer Code of Ethics**

*Your primary goal as a 4-H volunteer is to help children and youth develop competency in their projects, confidence in themselves and others, connections in their community, and sound character. As a 4-H volunteer, you are to help kids do what they are capable of doing. You are to promote teamwork and leadership while helping the 4-H’ers learn and have fun. Everything you say and do should be consistent with the six core ethical values comprising good character: trustworthiness, respect, responsibility, caring, fairness and citizenship. This Volunteer Code of Ethics sets forth expectations of 4-H volunteers. As a Nebraska 4-H Volunteer, I will:*

1. *Act to encourage and justify trust. Teach 4-H’ers the meaning and importance of trustworthiness.*
2. Treat members, parents, Extension staff, judges and others with whom I come in contact with respect, courtesy and consideration. Avoid and prevent put-downs, insults, name-calling, yelling and other verbal or non-verbal conduct likely to offend, hurt or set a bad example.

3. Inform myself about youth and their positive development. Fulfill my responsibilities by striving to improve my performance as a volunteer and a mentor of young people. Attend volunteer training sessions when I can and seek out and use books, videotapes and other educational materials.

4. Teach and model kindness and compassion for others. Recognize that all young people have skills and talents which can be used to help others and improve the community. Teach and demand teamwork and discourage selfishness.

5. Teach and model fair-mindedness by being open to ideas, suggestions and opinions of others. Make all reasonable efforts to assure equal access to participation for all youth and adults regardless of race, creed, color, sex, national origin or disability. Make all decisions fairly and treat all members with impartiality.

6. Teach and model the importance of obeying laws and rules as an obligation of citizenship. Obey the laws of the locality, state and nation. Promote the responsible treatment of animals and stewardship of the environment.

7. Not use alcohol or any illegal substances (or be under the influence) while working with or being responsible for youth. Not allow youth to use alcohol or any illegal substances while under my supervision.

8. Provide a safe environment. I will not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful behaviors.

9.3.2 Required Volunteer and Staff Screening

All 4-H volunteers and staff who work directly with youth are screened for behavior that the University of Nebraska–Lincoln Extension determines in its sole discretion, may present a risk to its participants.

The confidential Youth Protection Volunteer Screening Form (http://4h.unl.edu/c/document_library/get_file?uuid=2017343e-b698-49dd-99b4-5ba27ac59a8b&groupId=466759&.pdf) completed by all 4-H volunteers and staff who work directly with youth is processed by Health and Human Services and approved by officials at the University of Nebraska–Lincoln. UNL reserves the right to limit or reject an individual’s participation in the 4-H program. Social Security Numbers are required for volunteer screening. This information is only sent to Health and Human Services for screening purposes. No record of social security numbers is kept by 4-H.

Misrepresentation or omission of facts requested on this form is cause for denial as a 4-H volunteer or appropriate discipline of staff. Failure to cooperate in such screening will disqualify any volunteer or staff member from service. All Volunteer Profiles within each district/county will be updated and re-approved on a four-year basis, using a rotation schedule (See Section 9.3.3, Volunteer On-going Screening Process.) It is the responsibility of the local Extension office to keep volunteer profiles up-to-date.

http://www.nlc.state.ne.us/bestofweb/agemajority.html

http://www.nsp.state.ne.us/sor/
9.3.3 Yearly Screening

All volunteers and paid staff working directly or indirectly with youth will be screened through the Nebraska Sex Offender Registry and the National Sex Offender Public Registry.

Nebraska Sex Offender Registry: [http://sor.nebraska.gov/](http://sor.nebraska.gov/)

9.3.4 Volunteer On-going Screening Process

Initial screening of volunteers and staff will occur when they sign up to volunteer or are employed as an Extension staff member.

Screening for all volunteers will be done every four years by district, regardless of when the original screening was completed. The district rotation is as follows:

- Panhandle: 2014, 2018, 2022
- West Central: 2015, 2019, 2023
- Northeast: 2016, 2020, 2024

9.3.5 Required Volunteer Training:

New Volunteer Training

All new volunteers will complete the on-line volunteer orientation/training prior to completing the Youth Protection Volunteer Screening Form. Local offices will provide information on how to complete this orientation.

Risk Management Course

Staff, adult and teen volunteers who are chaperoning 4-H members during 4-H overnight educational events and activities are required to complete the Risk Management course, “We Protect Staff, Volunteers, and Youth” and receive certification prior to chaperoning an event. It is recommended that all volunteers, whether chaperoning an overnight event or not, participate in this course to be familiar with Risk Management issues and procedures.

The course is found at [http://4h.unl.edu/youthprotectionresources](http://4h.unl.edu/youthprotectionresources). Contact the state 4-H office for access information. The course certification is valid for three years from date of certification. Persons without access to the internet may contact the local Extension office to receive course materials or access to the website.

Special Certifications and Training

Volunteers for select roles or positions (i.e., Shooting Sports leaders, Level III and IV Horse Examiners, ATV leaders) will be required to attend certification training. All 4-H volunteers and/or leaders are highly encouraged to attend programs and/or receive additional training that will help them become a successful volunteer. Additional required training may arise as new programs and situations dictate.
9.3.6 Recommended Orientation and Training:

On-going Volunteer Training

All volunteers are expected to participate in training as available. Volunteers are encouraged to attend training to stay current in subject matter information and industry standards. Volunteers can keep current on information related to youth development issues, teaching techniques, 4-H policy, programs and regulations and subject matter updates through a variety of ways such as web-based training, workshops, 4-H conferences, research based curriculum, etc.

9.4 Volunteer Residence:

4-H Volunteers who have been successfully screened will be eligible to volunteer in the county/counties of their choice. Volunteers may give service to a county other than the county in which they reside and should not be discriminated against because of their place of residence.

9.5 Volunteer Termination/Suspension:

Should termination or suspension of a volunteer become necessary for any reason, contact the State 4-H Program Administrator for guidance and advice. (Examples include, but are not limited to: Abusive (physical or verbal) behavior toward youth, physical altercations toward youth, illegal drug use, inappropriate use of a computer, misdemeanor or criminal behavior, etc.).
SECTION 10

10. Risk Management

10.1 Child Protection Policies:

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

Nebraska State law requires all citizens to report suspected abuse to Nebraska Health and Human Services.

Call the Nebraska Abuse/Neglect Hotline at 1-800-652-1999.

See the attached web site for Nebraska definitions of child abuse and neglect: https://www.childwelfare.gov/systemwide/laws_policies/statutes/define.cfm.

To review the legal statutes regarding Nebraska child abuse and neglect go to the following site and review the codes listed below:


More information from Health and Human Service is located at:

http://dhhs.ne.gov/Pages/contact.aspx.

10.2 4-H and Web Publication:

Nebraska 4-H will use the World Wide Web as a means of distributing information and providing recognition. In the interest of safety, University of Nebraska–Lincoln Extension must do this in a responsible manner. Therefore, the following guidelines will be used:

- Any picture of an individual in which the person can be identified by normal visual acuity will not be reproduced without the individual’s permission. This permission may be given when the individual enrolls in the program.

- No individual’s name, address or phone number will be published without permission from the individual or parent of child(ren) under the age of 19.

10.3 University Liability Coverage:

University of Nebraska–Lincoln liability insurance covers 4-H volunteers who are enrolled as leaders and successfully completed the screening process and are functioning within the scope of a 4-H volunteer. Volunteers are covered in this situation because the 4-H program is part of the University of Nebraska–Lincoln.
10.4 Accident/Health Insurance:

It is strongly recommended that each county 4-H program offers accident insurance for its members and leaders. American Income Life Insurance Company (AIL) offers two insurance policies for 4-H programs:

1. Annual Group Insurance Policy ($1 a year plan)
   a. Provides a full year of coverage for enrolled 4-H members when participating in 4-H activities and events (club meetings, workshops, camps, fair, etc.)
   b. Enrolled volunteers can also be covered for $1.
   c. Those participating in high risk activities including horse project, athletic league sports, ATV, and motorcycle participants have a $2 annual fee.

2. Special Activities Coverage for Accident and Illness (for individual events)
   a. When youth or adults who are not covered under the Annual Policy participate in events and activities, it is advisable to take out this per day accident insurance for these youth.
   b. Covers any 4-H or extension sponsored activity for youth or adults.

Further information on policy benefits and applying for coverage is on the AIL website http://www.americanincomelife.com/who-we-serve/4-h-insurance

10.5 Use of Alcohol/Tobacco/Controlled Substances during 4-H Activities:

Using or possessing alcohol or any controlled substances not under physicians’ prescription at any 4-H event by program participants, youth or adults are prohibited. Infraction of the rules may result in dismissal from the event or program, the withholding of premiums, or other disciplinary action. Tobacco use by underage 4-H youth is prohibited.

Extension Staff, in consultation with those individuals/volunteers supervising the relevant event, will determine the appropriate disciplinary action. In the event of dismissal, the Extension staff responsible and the parent/guardians of the 4-H member will be contacted before the 4-H member is sent home.

4-H should not or will not sponsor events where alcohol is served.

10.6 University of Nebraska–Lincoln Social Security Number Usage Policy:

The University of Nebraska–Lincoln Extension 4-H shall not use Social Security Numbers to identify 4-H members, employees, or other information providers, outside of those identification uses specifically required by law, such as for financial aid, payroll, benefit functions and background checks.
11. 4-H Councils/Foundations/Partnerships

11.1 4-H Councils:

Local 4-H councils are private partners in the 4-H Youth Development Program of the Extension system, specifically the University of Nebraska–Lincoln Extension. As stated in other parts of this handbook, 4-H is authorized by the USDA through the State 4-H Office at Land Grant Universities and then to the local Extension Offices throughout the state.

4-H Councils provide support to Extension staff, assist in determining the direction of the 4-H program, provide support and assistance to 4-H volunteers, advocate for 4-H, and support 4-H members in the program.

Council members are volunteers who are selected in a variety of ways; as determined by the local 4-H Council constitution and by-laws. Check with the local Extension offices and 4-H Councils for their procedures. 4-H Council members need to be enrolled as official 4-H volunteer leaders completing the Leader Enrollment Form and Volunteer Screening Form as a part of the youth risk management procedures. Council membership must represent a broad section of the community and reflect the racial composition of the community. The volunteers who serve on 4-H Councils are assigned the task of determining the needs of 4-H youth in the county and determining how to meet those needs in collaboration with University personnel.

Strong councils provide local input to the 4-H Youth Development program. Many 4-H councils provide additional funds to support 4-H programs through scholarships to 4-H’ers for events and college, for leader forums, for awards offered at county events and other expenditure to strengthen the 4-H experience. Providing direction to 4-H programs strengthens the entire state 4-H system. Having a strong relationship is critical to a strong 4-H Youth Development Program.

The input from the council is important but must follow the policies, procedures and guidelines of the University of Nebraska–Lincoln, the University of Nebraska–Lincoln Extension, the State 4-H Office and the USDA. Decisions of the councils cannot be adverse to the mission of the 4-H program. Ultimately, if the council and the local 4-H Office are at odds, the final decision would rest with the Extension Educator - 4-H Youth Development (or Unit Leader in the event there is no Youth Development Educator), the State 4-H Administrator, or the State Extension Dean and Director. This partnership is very important so all efforts need to be made to make it a productive effort.

11.2 4-H Foundations:

The Foundation must follow all the laws that apply to non-profit or not-for-profit corporations, depending upon how they were incorporated. They also need to follow the policies, procedures, and guidelines of 4-H. Since the name 4-H is in the title of these corporations, these corporations are ultimately accountable to the 4-H program. (See Section 4.7.2, 4-H Name and Emblem Regulations.)
11.3 Partnerships: Schools and Community Centers:

As part of the 4-H program, many counties offer 4-H programs at schools and/or community centers. These two additional outreach audiences enhance the program and are an important part of the 4-H educational program. 4-H programs at schools and/or community centers are subject to the same over-reaching policies as all other 4-H entities. If they function as a regular club, they should follow the rules that govern 4-H clubs. If they function as special interest or school enrichment entity, they should follow the rules governing 4-H school enrichment programs. In all cases, the money that is handled must be accounted for following the financial management guidelines found in Section 12 of this document. Other policies must also be in compliance with overall 4-H policy.

11.4 Livestock Sales

11.5 Premium Sales
SECTION 12

12. Financial Management

12.1 Fiscal Year:

The Nebraska 4-H fiscal year is January 1 through December 31.

12.2 4-H Club Finances:

Most 4-H clubs support their activities through the collection of dues or by holding specific fundraisers. Because 4-H is an educational organization authorized through the USDA, several procedures must be followed when working with a club treasury. The key point to remember is the ability to show and prove proper accountability.

12.2.1 Year End 4-H Club Treasurer’s Report

Nebraska 4-H policy requires all 4-H clubs to submit a Year End 4-H Club Treasurer’s Report to account for the dollars raised and spent in the name of 4-H. This report is due to the county extension office on or before December 31 of the current calendar year. The Year End 4-H Club Treasurer’s Report form can be found at http://4h.unl.edu/clubresources.

12.2.2 Annual IRS Filing Requirements

An annual IRS 990 filing (Form 990, 990EZ, or 990-N) must be filed by May 15 for the previous tax year. The extension office will file 990-N (e-Postcard). Though this seems to contradict the financial policies and practices related to extension offices and club/council finances, this practice has previously been approved by UNL administration.

If the Club is not eligible to file a 990-N (e-Postcard), the Club is responsible for filing the appropriate Form 990.

If a Form 990 (e-Postcard or Forms 990 or 990-EZ) is not filed for three consecutive years, a club/council will automatically lose its tax exempt status. http://4h.unl.edu/resourceirstaxexemptstatus

12.3 4-H Council Finances:

One of the primary functions of the 4-H Council is the task of resource development, including the preparation of an annual budget and fundraising. The following policy has been developed to protect the financial interests of 4-H.

12.3.1 4-H Council Financial Management Manual

The purpose of the 4-H Council Financial Management Manual is to provide a document that contains necessary financial management information and guidance. The manual is intended to assist 4-H Councils in their responsibility for the accountability of all funds under their purview. In addition to accountability, there is a need to standardize procedures and practices. The policies, principles and guidelines identified are intended to be responsible while, at the same time, reasonable and practical. It
Section 12: Financial Management

is expected that the leadership of the 4-H Council will adhere to this manual in the day to day operation of the 4-H Council. This manual was developed specifically for 4-H Councils. In addition, this document should assist the Extension Boards, the University of Nebraska–Lincoln Extension (UNL Extension), and all faculty and staff in meeting the conditions of sound financial management appropriate to a 4-H Council. http://extensiondocs.unl.edu/4hcouncilfinancialhandbook12-6-07.pdf.

12.4 Sale of Products by 4-H Clubs and Councils:

12.4.1 4-H Sales and Donations

4-H groups may secure private funds to support their goals and activities through such activities as a sale of items. These groups must report their plans to local Extension staff. This is necessary to ensure compliance with Federal Laws pertaining to the “Use of The Name and Emblem.” 4-H may not be viewed as endorsing any particular company or product. It is the responsibility of the 4-H group to follow Nebraska State Laws in obtaining any required licenses or permits. The Extension Office may consult with the county 4-H Leaders’ Organization, 4-H Council, and/or consult the Nebraska State 4-H Program Administrator.

12.4.2 Local and State Sales Taxes

4-H Club and Councils are required to charge sales tax on items that they sell. All 4-H clubs/councils who sell items must have a Sales Tax Permit and file a Nebraska and Local Sales and Use Tax Return annually. The Tax Return form is available online: www.revenue.state.ne.us/tax/current/f_10.pdf. Handling local and state sales taxes is the responsibility of the 4-H entity selling the item.

12.5 Grants and Donations:

Grants and donations are often received for the benefit of education programs for 4-H. Funds are managed in one of two ways:

12.5.1 Extension Staff Generated Funds

UNL Extension manages a revolving account in each county/multi-county unit. Funds in these accounts are generated by UNL Extension professionals through fee revenue, small grants, or donations and are to be used to support educational programming. Typically, a portion of these funds would be identified and used for 4-H Youth Development programs.

12.5.2 4-H Council Generated Funds

4-H Councils can receive donations, small grants and fund-raising revenues. These funds are generated and managed by the 4-H Council under the guidance established in the 4-H Council Financial Management Manual.
12.6 Fund Raising:

In seeking private support for 4-H programs through fundraising, State and local Extension officials must ensure that the funds are given and used in accordance with Title 7 of the Code of Federal Regulations section 8 and USDA Guidelines pertaining to the 4-H program. Critical elements of these regulations and guidelines include:

- Fundraising programs using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on or associated with products and services for such purposes must have the approval of [the] appropriate Cooperative Extension office (local, county, state or national level).

- All moneys received from 4-H fundraising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational programs.

- Private support moneys should be:
  - Given and used for priority educational purposes.
  - Accounted for efficiently and fully.

- Fundraising groups properly authorized to use the 4-H Name and Emblem are to be held accountable to the 4-H program granting authorization. There must be a definite plan to account for funds raised prior to authorization. Such a plan should be within the policy guidelines of the State for handling funds.

- Any use of the 4-H Name and Emblem is forbidden if it exploits the 4-H program, its volunteer leaders, 4-H youth participants, or the USDA, Cooperative Extension, land-grant institutions, or their employees.

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

- In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale:

  “A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended.”


12.7 State Sales Tax Exempt Status:

Sales tax exemption refers to not having to pay sales tax on purchases.

The State of Nebraska Department of Revenue states:

“The fact that a nonprofit organization qualifies for an exemption from income tax under section 501(c) of the Internal Revenue Code does not necessarily entitle the organization to an exemption from Nebraska sales and use tax.”
Very few nonprofit organizations actually qualify for sales tax exemption. Nonprofits that are exempt are almost exclusively health care organizations (hospitals, nursing homes, etc.) and educational institutions like UNL Extension.

4-H Councils and 4-H Clubs have nonprofit status authorized by the federal government; however, they do not qualify for sales tax exemption status regulated by the State of Nebraska. Affiliated or subsidiary organizations like 4-H Councils/Clubs, although operating in support of or under the guidance of an exempt organization, may not use the exempt institution’s certificate of exemption.

Therefore, 4-H clubs or councils are not allowed to purchase items using the sales tax exempt status of the Extension office or University.

4-H Councils and Clubs must pay sales tax on items that they purchase, such as trophies or t-shirts that are given away.

When purchasing items for resale, such as t-shirts, pencils or water bottles, 4-H clubs/councils do not have to pay sales tax. They do, however, need to file for a Sales Tax Permit and have this number at the time of purchase. This application is available online: www.revenue.state.ne.us/tax/current/fill-in/f_20.pdf.

4-H Club and Councils are required to charge sales tax on items that they sell. (See Section 12.4.2. Local and State Sales Taxes for more information.)

12.8 Federal Income Tax Exemption for 4-H Clubs

Federal Income Tax Exemption for 4-H Clubs/Councils is currently being applied for through a process that identifies the Nebraska 4-H Foundation as an eligible 501(c)(3) organization that is assuming responsibility for Nebraska 4-H Clubs/Councils as subordinates. Upon approval by the Internal Revenue Service (IRS), 4-H Clubs/ Councils who are identified as subordinates will be exempt from federal income tax under the provisions which correspond to section 501(c)(3)* of the IRS Code. This means that

- Formally authorized 4-H groups are exempt from paying federal income tax on funds raised or received on behalf of 4-H, or to support educational programs; and

- 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.

- For a 4-H group to be included as a subordinate, they must
  - be under the guidance and control of the Nebraska 4-H Foundation
  - be a chartered 4-H club or council
  - have a constitution/bylaws
  - submit a group exemption authorization form
  - have an EIN

- Groups affiliated with 4-H that function under the authority of their own Board of Directors or other authorities would not qualify for inclusion and should establish their own tax exempt status.
• Families — While there are many families who participate in 4-H programs, the IRS does not recognize single family groups as qualified subsidiaries for inclusion under a group exemption. Inclusion of independent groups or families potentially jeopardizes the special tax exempt status continuing to be granted by the IRS to the 4-H program.

This tax exempt status addresses only federal income tax and does not provide exemption from any state or local taxes, such as hotel tax, property tax, sales tax, or other taxes.

Further information and resources related to establishing and maintaining federal income tax exemption can be found at: http://4h.unl.edu/resourceirstaxexemptstatus

12.9 Electronic Filing Requirements for 4-H Groups:

The IRS requires small tax-exempt organizations, such as 4-H Clubs and Affiliated 4-H Organizations, to file electronically Form 990-N, also known as the e-Postcard, annually. http://epostcard.form990.org/

e-Postcards are to be filed annually by May 15 by the county extension office. Though this seems to contradict the financial policies and practices related to extension offices and club/council finances, this practice has previously been approved by UNL administration. If a Form 990 (e-Postcards or Forms 990 or 990-EZ) is not filed for three consecutive years, a club/council will automatically lose its tax exempt status. http://4h.unl.edu/resourceirstaxexemptstatus

12.10 Employer Identification Number (EIN):

An EIN is a nine-digit number the IRS assigns to business entities. 4-H clubs/councils need an EIN to open a bank account. Personal social security numbers of volunteers should never be used to open 4-H bank accounts.

See Sample Form SS-4 http://4h.unl.edu/resourceirstaxexemptstatus for instructions on how to complete the form. Clubs/councils should complete the SS-4 form, then print and fax or mail it per the instructions on the form. The on-line application process is not an option for 4-H clubs as it does not allow for some of the answers 4-H clubs need to provide.
SECTION 13

13. 4-H Resources and/or Project Materials

13.1 4-H Curriculum/Publications:

- Over 150 projects offered through the University of Nebraska–Lincoln Extension 4-H Youth Development Program provide hands-on learning experiences with the intention of helping youth identify potential careers that are of interest to them.
- University of Nebraska–Lincoln Extension may distribute materials to volunteer leaders and members. Curriculum is also available for purchase online. Promotional materials are circulated to prospective clientele and/or groups. Curriculum materials are available to all participants and volunteers in all delivery modes of 4-H. 4-H school enrichment programs are conducted on a voluntary basis in cooperation with Extension and are part of the 4-H program. Material used in such 4-H school enrichment programs is available on the same basis as all other 4-H programs.
- 4-H materials are not to be distributed on a free basis in credit situations but may be purchased by the college and/or school instructor.

13.2 4-H Communication Guidelines:

University of Nebraska–Lincoln Extension is an organization that is learner centered, provides trusted subject matter content, and is professional, relevant, and nimble in its response. Additionally, UNL Extension provides unbiased, research-based information for all Nebraskans.

All print and electronic communication (including newsletters, email, online social networks, etc.), which is distributed on behalf of the 4-H Youth Development Program, is a direct representation of UNL Extension and its brand. Because these items are being produced and distributed with tax dollars, it is important to think carefully about the content of all communication.

4-H communication should contribute to the overall educational mission of 4-H, empowering youth to reach their full potential working and learning in partnership with caring adults. When determining the appropriateness of information for 4-H communication, please consider the following questions:

- Is the information unbiased, not endorsing an organization/business?
- If the organization/business is for profit, would any organization/business be given an equal opportunity to provide educational events?
- Does the organization/business that is providing the information have youth educational goals that are similar to those of the UNL Extension 4-H Youth Development Program?
- Does the information that is being shared by the organization/business use the 4-H Name and Emblem correctly?

If a response of “yes” is given to these questions, then the item may be shared with a 4-H audience. However, at any time, UNL Extension 4-H reserves the right to discontinue the sharing of information, based upon a response of “no” to these questions.
The following are acceptable items that may be included in 4-H communication:

- Information regarding UNL Extension 4-H educational programs, events, workshops, etc.
- Information regarding events sponsored by 4-H Clubs (considered UNL Extension 4-H events)
- 4-H youth and volunteer success stories
- Names of organizations/businesses that contribute financial or product donations to UNL Extension 4-H programs/events
- Discount cards/promotions
- Scholarship information
- Other items that abide by the guidelines shared above

When determining how these items are communicated to clientele, UNL Extension 4-H programs/events should take priority over non-UNL Extension 4-H programs/events. Electronic communication (email, online social networks, etc.) is encouraged when delivering information about non-UNL Extension 4-H programs/events.

To assist with distribution of 4-H communication, please utilize the following resources:

- UNL Extension Templates — http://www.extension.unl.edu/marketing/templates
- UNL Extension Customizable Design Layouts — http://4h.unl.edu/customizabledesignlayouts
- UNL Extension Social Media Resources — http://www.extension.unl.edu/extsocialmedia/resources

Specific questions related to the content of 4-H communication may be directed toward the 4-H specialist in your district or to the State 4-H Office.

13.3 Social Media Guidelines for UNL Extension:

Social media represents an array of innovative and powerful tools for interacting with Extension’s many audiences. The potential for social media tools to provide education, to create communities of interest, to build relationships, and to develop dialog continues to grow. Many Extension personnel, like people all over the world, are already using social media venues for personal and professional purposes.

To provide guidance on the engagement of Extension personnel in using social media for professional purposes, and to ensure the portrayal of a consistent and positive brand for Extension in the social media space, refer to these guidelines:

General Guidance

1. For the purposes of these guidelines, the term “social media” is defined as any online medium that provides for user interaction, discussion, and commenting (such as social networks, blogging, micro-blogging). An online virtual space that allows for 2-D or 3-D interaction via a visual representation of a user is a subset of social media called a “virtual environment.”

2. Social Media resources can be found on the Employee’s Resources web site at: http://www.extension.unl.edu/extsocialmedia/resources. Icons used should give a consistent marketing message including icons for use on Facebook and Twitter.
3. All Extension employees using social media should maintain a clear distinction between personal and professional uses. Understand that some of your social media participants will recognize you as an employee of UNL Extension. When you are on a personal site, speak in the first person and clearly state that you are speaking for yourself and not for Extension. When your social media activity is observable by end-users, stakeholders, and/or other professional audiences, your behavior should represent you well and reflect positively on Extension. When using social media personally, do not incorporate Extension’s name into your username (NOT “Extension dude” or “Cherry Extension Lady”), and do not assert that you are speaking for Extension. You can set up a group or organizational account by going to: http://is.unl.edu/emailhome/shared-resources-request-form.

4. Extension employees using social media for professional purposes should communicate appropriately according to the standards of the environment in which they’re operating. Most social media environments are communities of peers, not classrooms with instructors. An important element of your credibility will be your ability to communicate authentically and respectfully as a member of the community. And Extension’s credibility in the social media world, just as in the real world, depends upon your credibility.

5. Extension employees serving as account administrators for social media efforts are responsible for ensuring proper branding, frequent maintenance and currency of information posted, and monitoring comments and posts by others (including external visitors) for professionalism. It is the responsibility of the account holder to closely monitor commenting and follow proper protocol for dealing with issues that may arise. It is strongly advised that, unless dedicated time is established to carefully monitor commenting, the feature be disabled.

6. Exercise caution when communicating with youth online. It is important that UNL Extension employees maintain professionalism when communicating with youth online, just as they would in the offline world. Only communicate on the topic of the UNL Extension program; personal communication may be considered inappropriate.

7. Carefully select account administrators. All social media networks managed by Extension targeting youth should be managed by at least two adults – either extension staff members, or volunteers who have successfully completed the 4-H Volunteer Screening process and have reviewed the UNL Extension social media guidelines.

Specific Guidelines

1. Web-driven conversation tools or microblogs (e.g., Twitter)
   - Icons, backgrounds, and color schemes for use on Twitter accounts should follow UNL Toolbox guidelines as closely as possible.
   - Naming of Twitter accounts should follow the guidance on naming conventions and options provided:
     i. When naming a site: University of Nebraska-Lincoln in Sample County (i.e. University of Nebraska-Lincoln in Sioux County)
     ii. When creating the URL or shortname: UNLSampleCounty (i.e. UNLSiouxCounty)
2. Social Networking (e.g., Facebook)
   - When employees create or request pages or accounts for Extension programs, units, or subject-matter areas in Facebook, Pages are strongly recommended, instead of Groups or People.
   - Icons for use on Facebook accounts for counties and districts have been designed and are available at http://www.extension.unl.edu/extsocialmedia/resources. All other sites should follow UNL Toolbox guidelines as closely as possible.
   - Naming of Facebook accounts should follow the guidance on naming conventions and options provided:
     i. When naming a site: University of Nebraska–Lincoln in Sample County (i.e. University of Nebraska-Lincoln in Sioux County)
     ii. When creating the URL or shortname: UNLSampleCounty (i.e. UNLSiouxCounty)
   - It is the responsibility of the account holder to closely monitor commenting and follow proper protocol for dealing with issues that may arise.
   - It is strongly advised that, unless dedicated time is established to carefully monitor commenting, the feature be disabled.

3. Other Resources
   - Basic Social Media Etiquette: What you need to know and do when you use social media
   - Social Media User guide sheet

PLEASE NOTE: The fact that a particular social medium is mentioned in this document does not necessarily mean that Extension has a presence here at this time or that other social mediums not mentioned cannot be used.

13.4 University of Nebraska–Lincoln and 4-H Identifiers for Print Materials:
   - All print materials created and distributed by UNL Extension 4-H Youth Development professionals must contain the following:
     - UNL Extension graphic with registered trademark ®
     - IANR logo
     - Appropriate Extension Statements and 4-H EEO Statement
     - 4-H Emblem with 18 USC 707 as a part of the graphic on the lower right leaf or to the right of the stem

For more procedural resources, instruction and downloads, go to: http://www.extension.unl.edu/web/Extension/PubsGraphicsWeb/Toolbox.
14. Competitive Programs and Events

This section defines the policies under which 4-H competitive events are conducted. State and National entries from Nebraska 4-H members or programs must conform to both state and national policies and regulations.

14.1 Competitive Programs and Events Background:

Competition at all levels has been a part of 4-H since the program began. Competitive events are important educational methods in programming, evaluation and feedback. Participation in competitive events help 4-Hers learn to make and defend decisions and speak publicly. In addition, they gain knowledge and skills and learn good sportsmanship through competition.

14.2 Competition and Youth Development:

4-H’s mission is to empower youth to reach their full potential through working and learning in partnership with caring adults. Many volunteers and staff work to assist youth in developing knowledge, skills and attitudes that enable them to become productive and contributing members of society. It is important for adults to keep this goal in mind and recognize that youth need to learn how to complete projects, not someone else. While there are obviously differences in the abilities of an eight-year-old as compared to an 18-year-old, the potential for youth to learn is always greatest when youth are responsible for completing the various aspects of their project.

In competitive events, parents and others focusing on winning the competition and not on developing the youth can overlook the mission of youth development. The following principles should be recognized for determining rules regarding 4-H members doing their own work.

- 4-H is a family-oriented organization and help from family members is appropriate for some aspects of the project. However, the exhibitors should have increasing responsibility as they mature in their project skills.
- Teamwork is a life skill and working together with other 4-H members is appropriate.
- Professionals or individuals who are paid to do similar work and are older than 4-H age and not related to the youth, should not be involved in aspects of the project that are directly related to exhibition and competition.

Along with principles, the following questions should be asked for determining rules regarding 4-H members doing their own work:

- Is the 4-H member capable of completing the work, even if the level of expertise is different from other youth or adults?
- Are other youth of similar age capable of completing the work?
- Is the assistance offered by other exhibitors or family members focused on competition for exhibition or is the youth involved in the process and able to improve his/her own skills?
14.3 Competitive Event Definition and Criteria:

14.3.1 4-H Competitive Event Definition

A 4-H competitive event is one in which 4-H members compete individually or as teams for special recognition. The 4-H Name and emblem are used to name and promote the event. The term “event” is used for 4-H divisions/classes and activities that are part of a larger program, which includes non-4-H competitive events, as well as those events exclusively 4-H. 4-H competitive events include judging contests, presentations, project exhibits and other performance events open to 4-H members. When competition is a major part of an event, it must be understood that competition is secondary to the education and development of youth.

14.3.2 Criteria for 4-H Competitive Events

- Sponsored/co-sponsored and/or conducted by University of Nebraska–Lincoln Extension, Institute of Agriculture and Natural Resources (IANR) staff.
- Approved by and/or conducted by Extension staff responsible for the event.
- Rules and regulations established by or approved by Extension staff responsible for the event.
- Open to participation by 4-H members from county, group of counties, district, state, region, or nation.
- Participants must be enrolled in 4-H during the current calendar year.
- Approval to use the 4-H name and emblem.
- Utilize the name and emblem of 4-H in promotion and recruitment.
- Provide a safe and healthy environment with a positive educational experience for youth.

14.3.3 Operational Guidelines for Committees for Competitive State and District Events

General guidelines for organization, appointment, and operation of management committees are required if the event and/or activity occurs annually. **One-time** events or activities are **not** obligated to meet these criteria.

- Representation:
  - The committee membership must include a University of Nebraska–Lincoln Extension specialist, either in the subject matter of the event or from the State 4-H Youth Development staff, and a member from the county Extension staff. Other members of the committee may be individuals who represent 4-H volunteers, business, or industry. The committee may be composed entirely of Extension staff.
  - The State 4-H Program Administrator will appoint a person to serve as liaison between the management committee and 4-H.
  - A role definition of the committee will be established prior to committee appointment. The qualifications for the proposed committee members should accompany a proposal for appointment. Committee members should have experience with 4-H and/or University of Nebraska–Lincoln Extension.
• Terms:
  - Committee members are appointed for three-year terms, except where one-year appointment is appropriate; (i.e., youth membership.) When establishing new committees, one-third of the membership should be for three years, one-third for two years, and one-third for one year so continuity is established. Members may be re-appointed once for a three-year term.

• Appointment:
  - Recommendations for 4-H management committees for 4-H competitive events will be made by the proposed group and appointed by the State 4-H Program Administrator. 4-H management committee members will be filled upon approval of the appropriate subject matter departments, District Director, and Extension Dean and Director.
  - No committee will be appointed without a written role definition and expectations of the committee and members.

• Dissolution:
  - Committee(s) may be dissolved by the State 4-H Program Administrator subject to approval of the Dean and Director of University of Nebraska–Lincoln Extension.

14.4 Age Divisions for 4-H Events:
Age divisions for contests sometimes vary; therefore, it is important to review event age rules for specific contests that have district, regional, state and/or national events.

The NE State Fair has established the following age divisions:

- Intermediate Division: 4-H ages ten (10) to thirteen (13)
- Senior Division: 4-H ages fourteen (14) to eighteen (18)

At the county and district level, when there are three age divisions available, suggested age divisions would be:

- Junior Division: 4-H ages eight (8) to ten (10)
- Intermediate Division: 4-H ages eleven (11) to thirteen (13)
- Senior Division: 4-H ages fourteen (14) to eighteen (18)

14.5 Nebraska District/Regional Events:
Where District/Regional events are held, registrations should be made through the local Extension office. Age eligibility will be consistent with Nebraska 4-H policy. Specific event rules and procedures will be located on the state 4-H web page: www.4h.unl.edu.
14.6 State Events:

Entries in State 4-H competitive events will be made through the local Extension office and/or individually on-line. Entries may be team or individual as governed by the event rules and regulations. The Extension Educator/Assistant is responsible for certifying the eligibility of 4-H participants from the county.

14.6.1 Minimum requirements to hold a state contest

If a contest does not have a minimum participation of 20 youth from at least five different counties/units and two different Extension districts, the contest will be placed on probation for a year. If, during the probationary year, participant numbers do not meet or exceed the minimums above, state support of the contest will be discontinued. When a new contest is piloted, the pilot year will not be included in probation.

14.6.2 State Judging and Related Contests

Any team member that participates in the designated National 4-H contest is ineligible to compete again as a team member at the state level contest. Individuals, who are part of a team that go to an invitational contest that is not the designated national contest, are eligible to compete on a team at the state level contest. All individuals who participate in a designated National level contest may return and compete as an individual in state competition. These individuals cannot compete on a team. An individual may enter a National 4-H competitive event in a specific program area only once. Participating members of a team entry (even if they are designated alternate by low score) are ineligible to enter the same event again as a part of another team at a National 4-H competitive event. The membership of the team at a National Contest must be the same individuals that participated in the state event.

Examples of the designated national contests for the subject matter include, but are not limited to:

- Livestock Judging: The National 4-H Livestock Judging Contest at the North American International Livestock Exposition in Louisville, KY.
- Meats Judging: The National 4-H Meats Evaluation and Identification Contest, sponsored by the American Royal and American Meat Science Association, Kansas City, MO.
- Livestock Skillathon: The National 4-H Livestock Skillathon Contest at the North American International Livestock Exposition in Louisville, KY.
- Livestock Quiz Bowl: The National 4-H Livestock Quiz Bowl Bowl Contest at AK-SAR-BEN’S River City Rodeo & Stock Show in Omaha, NE.
- Dairy Cattle Judging: The National 4-H Dairy Judging Contest held at the World Dairy Expo, Madison, WI.
- Horse Judging: Western National Roundup in Denver, CO.
- Horticulture Judging: The National Junior Horticultural Association Convention (location varies by year).
- Shooting Sports: National 4-H Invitational (location varies by year).
14.7 United States Regional & National Events:

14.7.1 Eligibility Rules for Regional and National Events
Individuals/teams representing Nebraska at National competitive events will be consistent with current “Guidelines for 4-H Multi-State Competitive Events” or the respective policies/guidelines for other national contests. http://www.csrees.usda.gov/nea/family/res/pdfs/2011_competitive_events.pdf

See respective contests for specific age/eligibility requirements. Contestants must not have completed post-secondary coursework in the subject area of the National 4-H competition, nor has he or she participated in training for post-secondary competition in the subject area of the National 4-H competition. The State 4-H Program Leader or designee are responsible for determining the eligibility of participants in National 4-H Competitive Events from their respective states.

Participants in Regional or National 4-H events must meet the eligibility requirements of the event.

Entries for Regional or National competitive 4-H events without qualifying events and restrictions on participation should be made through the Extension Educator/Assistant.

Regional or National events with restricted representation from the state will have delegates selected under the supervision and approval of the state 4-H office.

When there are more National events than funded by the State, additional teams/individuals may participate if given approval from the State 4-H Administrator. The Nebraska 4-H Foundation will not provide funding for these trips. Nebraska will have no more than one team or individual, depending on the event, represented, at any given national event. Teams representing Nebraska at the designated National event must have received no less than a fifth place ranking at the State level.

14.8 Open Shows/Non-4-H Competitive Events:

Participation is encouraged in other organizational activities. However, it is not appropriate to identify other organizational activities as 4-H. Participation in these activities by Extension staff does not qualify the activity as a 4-H event. Only activities meeting all the criteria in 14.3.2 will be identified as a 4-H event.

Field days, fairs, and other events not promoted or identified as 4-H and not identifying University of Nebraska–Lincoln Extension as the sponsor are not classified as 4-H events. 4-H assumes no responsibility for these events, nor will the awards from these events be considered as 4-H awards. Please note, non-4-H Competitive Events are not eligible for 4-H accident and liability insurance. The 4-H name and emblem should not be used to publicize these events.

Progress or Prospect shows should follow the guidelines presented above to be considered a 4-H event. To help staff assess whether a show should be advertised as 4-H, “Progress/Prospect – Tips for Staff” is available: http://4h.unl.edu/c/document_library/get_file?uuid=c53ba91e-e4ad-4129-b0e9-e426067eaf68&groupId=466759&.pdf.
14.9 Managing Client Complaints for 4-H Competitive Events:

When complaints are taken to someone other than the Extension staff person responsible for the program or event about which the individual has a complaint, the individual receiving the complaint will direct the client to the responsible person. The individual receiving the complaint will alert the responsible Extension staff person that a complaint may be received.

If an Extension staff member or volunteer made an error resulting in a negative outcome for a client involved in a program or event, the Extension staff member responsible for that program or event will do everything possible to remove or minimize the negative outcome incurred by the client. However, it should be recognized that in cases where the error involves programs at a different “level” than that of the Extension staff member (i.e. National, Regional or State levels), it may not be possible to completely eliminate the negative outcome, as it is beyond the sole decision of that staff member. It is expected that all parties involved will use the highest ethical standards and positive youth development principles to handle the situation.

Each county is expected to have a grievance policy to handle 4-H related issues/protests. The grievance policy for the 4-H State Fair is located in Section 2.7 of this document. For other situations, the most appropriate grievance procedure may be the procedure outlined in the corresponding county or event rules. Clients having a complaint should be reminded of that procedure and asked to follow the procedure if they wish to file a grievance. Grievances do not have to be addressed unless the written procedure has been followed.

It is suggested that UNL Extension staff review the guidelines for grievances as a team annually. At the same time, complaint procedures should be reviewed with members of the 4-H Council so that they are aware of the protocol to follow if a complaint is received.

Communication is essential between Extension staff in counties involved when the complaint crosses county lines. Staff must work together using these guidelines to resolve these issues.
15. 4-H Role in County/State Fairs

15.1 4-H Rules for County/State Fairs:

University of Nebraska–Lincoln Extension holds responsibility in cooperation with the 4-H Council and/or Ag Society/Fair Board for developing 4-H rules at all 4-H county fairs and 4-H events. These rules must be consistent with the 4-H mission, affirmative action regulations, age definitions, enrollment, methods of participation, and place of residence.

4-H staff in charge of the 4-H program is responsible for communicating with and upholding State and National 4-H policy to the 4-H Council and the Ag Society/Fair Board.

Local 4-H fair rules must be in compliance with and will not supersede State and National 4-H policy; however, fairs may design local classes and events that enhance the educational mission of the 4-H program. For example: Classes and events designed for Clover Kids must not be competitive at any level in the organization. Though beginning level classes do not qualify for state fair competition, counties can identify beginning level or county only classes that are different than state fair classes/events for competition at the local level.

In addition, fair rules should strive to offer programs that are:

- In the best interest of all youth
- Educational
- Inclusive to all families
- Fun

Counties should establish a grievance process in conjunction with the local 4-H Council and/or Ag Society/Fair Board. For information on developing a grievance process see: (Section 2.7, Grievances and Protests.)

15.2 Memorandum of Understanding (MOU) with County Fair Board or Ag Society

The most common source of complaints is the competitive process related to a county fair. As a result, a Memorandum of Understanding (MOU) was developed, outlining the roles and responsibilities of County Extension Boards and County Agricultural Societies/Fair Boards. This MOU has many components, including an agreement that UNL Extension will have a grievance procedure and that County Agricultural Societies/Fair Boards will abide by those procedures. This MOU provides University Legal Counsel the documentation necessary for telling a client or a client’s attorney that the venue for their complaints regarding a county fair is the Appeals and Protest Procedures as established by the County 4-H Council and approved by the County Agricultural Society/Fair Boards.
Benefits of a MOU:

- It clarifies partner roles and defines responsibilities.
- It enhances communication.
- It is a formal mechanism to give the Fair Board permission to use the 4-H Name and Emblem to advertise sanctioned 4-H events.
- It provides a clear protocol for communications, especially when differences occur.

When a MOU does not exist:

- It is the responsibility of the Unit Administrator to make sure the 4-H Name and Emblem and the mission of 4-H are properly used.

Updating the MOU:

- Periodic review is recommended, or
- When major reorganization occurs by one or more of the parties involved, or
- When suggested by University of Nebraska–Lincoln Extension administration or legal counsel.
16. 4-H Projects Requiring Special Policy

16.1 Animal Science:

16.1.1 Equine Limited Liability Law

4-H horse activities should only be conducted in compliance with the Equine Limited Liability Law. [http://animalscience.unl.edu/web/anisci/anschorsesafetyandprecautions](http://animalscience.unl.edu/web/anisci/anschorsesafetyandprecautions)

or


All horse events should post the following sign:

WARNING! Under Nebraska law, an equine professional is not liable for an injury to, or the death of a participant in equine activities resulting from the inherent risks of equine activities pursuant to Sections 25-21, 249 to 25-21, 253.

16.1.2 Animal Exhibits for Clover Kids

Animals and animal subject matter can contribute to Clover Kids objectives. However, for safety, liability, and competitive reasons often associated with livestock shows, some restrictions are necessary to maintain Clover Kids program objectives. The Clover Kids program will be developmentally appropriate and involve the following components:

- Encourage involvement of parent or significant adult
- Focus on self-esteem and provide positive feedback
- Foster the development of life skills that are essential for the cognitive, social, emotional and physical maturation of youth by providing a unique educational opportunity
- Share through cooperative learning
- Noncompetitive — emphasizing fun and success of every child
- Programs are activity-focused and not project focused
- Recognize individuals for participation
- Present recognition and incentives without rank or placing

Specific reasons for being cautious with direct large animal involvement are as follows:

- Children eight and under often lack the mental and physical skills for controlling and understanding the strength of large animals (Livestock Conservation Institute, 1994).
- Young children may lack the strength, balance, and attention span to adequately manage large animals (American Medical Equestrian Association, 1993).
Because of these reasons, Clover Kids programs involving live animals must adhere to the following:

- Exhibition includes discussions with youth based on their knowledge of the care and raising of the animal.

- Exhibitors show in a non-competitive setting for participation only.

- Age, size, and temperament of animal projects must be appropriate for the exhibitor’s age and size.

- Horse projects are not allowed or appropriate. Beef animals weighing more than 350 pounds at time of show are not allowed or appropriate for this age group either.

- Animals that are appropriate for this age group include bucket calf, sheep, swine, goat, dog, poultry, rabbit, cat, and companion animals.

- There will be one adult/teen volunteer present for every Clover Kid member that is handling or exhibiting animals. This applies to all animal projects.

- Allowable animals should be no more than six months of age and no more than 350 pounds at time of show.

- Exhibitors in this age group are not allowed to sell their animal through a livestock sale or premium auction.

16.2 ATV (All Terrain Vehicles) Training:

16.2.1 ATV Safety Program Overview

The 4-H ATV Safety program helps young people, parents, caregivers and other community members come together to help ensure that every ATV ride is a safe ride. Parents and other adults have a lot of power when working with young people. They need to exercise that power by directly supervising and educating young riders in safe behaviors while on and around ATVs. 4-H ATV instructors will use the ATV Safety Institute curriculum when training 4-H members and families. Care should be taken to also follow Nebraska statute, Section 60-6,356 All-terrain vehicle; operation; restrictions; city or village ordinance; county board resolution and UNL Safe Operating Procedures for ATVs for supervisors (educators) and operators (4-H participants), which require all operators to:

- Read the owner’s manual and receive hands-on training.

- Use and maintain ATVs in accordance with the instructions in the owner’s manual.

- Wear helmets, eye protection, long pants, protective clothing such as gloves, goggles and long sleeve shirts or jackets and sturdy work boots with ankle support when operating an ATV.

- Ride alone. No operator should ever carry a passenger on an ATV.

- Use an appropriate size machine, as recommended by the ATV Safety Institute (ASI).
All staff and volunteers providing ATV training to 4-H members must:

- Be an ATV Safety Institute and/or 4-H certified instructor.
- Document ATV training provided with a signed statement that each operator has read the owner’s manual, received hands-on training and understand its contents.

For more information ATV policy and training information go to:

- http://www.atv-youth.org/
- http://ehs.unl.edu/sop/s-atv_driver.pdf

16.3 Shooting Sports:

16.3.1 Shooting Sports Program Overview
The Nebraska 4-H Shooting Sports Program is administered by a nationally certified state committee consisting of Extension staff and volunteers. The program is designed to:

- Give youth safe instruction and training in the use of firearms, archery equipment, and conservation;
- Enhance self-confidence, personal development, responsibility, and sportsmanship;
- Create an appreciation and understanding of natural resources; and
- Provide volunteer instructors safe and proper instructional techniques and information on how to plan and manage shooting and conservation clubs.

The program relies on state 4-H certified and trained instructors to conduct classes in the various disciplines (Archery, Rifle, Pistol, Shotgun, Muzzle Loading, and Hunting Skills). The program requires 4-H certified and trained instructors to adhere to the safety rules and regulations as directed by the program.

The 4-H Shooting Sports Program is a youth development education program that uses a prevention education model that strongly emphasizes positive youth-adult interaction and peer leadership. It uses skills and disciplines of safe shooting and conservation to assist young people and their leaders in attaining knowledge and developing essential life skills. The program can enhance family communications and quality time together. It creates an environment for a caring relationship between a young person and a significant adult (family member, other adult, or a teen volunteer). These activities provide the opportunity for immediate gratification to the youth and satisfaction and self-worth to the adult/teen leader who is acting as a teacher and role model for younger 4-H members.
16.3.2 Minimum Standards for a Shooting Sports Program

The Nebraska 4-H Shooting Sports Advisory Committee recognizes the diversity of the 4-H shooting sports programs within the state and has established the following minimum standards:

- All instructors accept and abide by the Nebraska 4-H Shooting Sports Code of Ethics.
- The 4-H Curriculum is the established and accepted curriculum for teaching youth.
- It is in the best interests of adult leaders and 4-H youth that the recognized 4-H curriculum is utilized in conjunction with a written Risk Management plan.
- The driving force of the 4-H shooting sports curriculum is to teach youth life skills, as opposed to teaching shooting skills to youth.
- The program is open to all youth. Youth must be 4-H age eight years old to enroll in a shooting sports project except for the shotgun and muzzleloading projects. Youth must be 4-H age nine years old to enroll in shotgun and muzzleloading projects.
- All 4-H shooting sports projects, events and programs must be conducted by a 4-H shooting sports trained and certified instructor of the appropriate discipline.
- Certifications by other national organizations are a welcome supplement to the 4-H shooting sports certification process.

The following minimum guidelines for instructor training at the state level are adhered to:

- All certified adult 4-H volunteers with supervisory responsibilities in the shooting sports program are a minimum of 19 years of age or older.
- All state level certification workshops must provide a minimum of twelve (12) hours of instruction, including a minimum of eight (8) hours instruction in each specific discipline taken and a minimum of four (4) hours instruction in teaching youth development and life skills.
- All instructors must teach at least once every two (2) years to remain certified.
- Teens, ages 14 to 18, which have successfully completed a state or national sponsored workshop, may assist a certified instructor while under their direct supervision as a Junior Instructor.

The Nebraska 4-H Shooting Sports Policy can be found at: [http://4h.unl.edu/web/4h/shootingsports](http://4h.unl.edu/web/4h/shootingsports)
SECTION 17

17. 4-H Trips

The University of Nebraska–Lincoln has a strong interest in protecting the safety of youth in all UNL-sponsored programs and events, including those offered through the UNL Extension 4-H Youth Development Program.

Therefore, in September 2012, the University of Nebraska–Lincoln implemented a Youth Activity Safety Policy in order to provide a safe, educational and enjoyable activity/program experience for all participants.

This policy provides minimum specific guidelines for activities sponsored by the University of Nebraska–Lincoln. UNL reserves the right to discontinue an activity if found to be in violation of these policies. The policy can be reviewed at: http://police.unl.edu/policies/youth-activity-safety-policy.

17.1 Trip Approval & Crisis Management Form:

All 4-H state-to-state exchanges, national and multi-state trips must receive trip approval by District and State administration prior to the event. All appropriate approval documentation is to be submitted prior to the trip. The following information must be documented.

- Educational purpose/impact
- Itinerary/length of trip
- Budget description
- Health Forms completed
- Code of ethics signed by participants/parents/guardians
- Crisis management planning form completed
- Travel authorization forms (required for Extension staff only)
- List of chaperones and participants
- Volunteers and staff must have completed the volunteer screening process
  - Proof of chaperone completion of the Nebraska Chaperone Training course, We Protect Staff, Volunteer and Youth. (Enrollment instructions: http://4h.unl.edu/c/document_library/get_file?uuid=70b8e237-dfcb-4b43-b6a8-0b8111441cfe&groupId=466759&.pdf)
- CPR and First Aid Plan
- In the event of an emergency, use the Crisis Management Planning Form to communicate with the proper chain of command. The Crisis Management Planning Form is located at: http://4h.unl.edu/c/document_library/get_file?uuid=fdbe6e0-7f65-4ed0-bbe5-3164095c8102&groupId=466759&.pdf

17.2 Trip Chaperones:

Staff and volunteers who are chaperoning 4-H members during 4-H overnight educational events and activities are required to complete the Youth Protection 4-H Volunteer Screening form and Nebraska Chaperone Training course prior to chaperoning a trip or event. Failure to fulfill these requirements will disqualify any volunteer or staff member from service. (See Section 10, for more information on Risk Management).
• The minimum recommended adult/youth ratio is 1:10, or one 4-H faculty/staff or volunteer for every ten delegates. Groups should be accompanied by adults with specifically defined responsibilities and expectations. Regardless of the size of the delegation, efforts should be encouraged for additional chaperones to be recruited from screened volunteers and parents.

• Adult chaperones should reflect the same gender ratio as the youth delegation. Gender balance may be negotiated with another delegation. This criterion will be considered for trip approval by District and State administration.

• Screened volunteers from another state who are volunteering/chaperoning for Nebraska 4-H may be accepted with the approval of the Nebraska State 4-H Program Administrator.

• One adult must never be alone with one youth. Staff/volunteers will never put themselves in the position to be one-on-one with a non-related youth.

• Extension personnel will not travel alone with a 4-H member unless the 4-H member is their child.

• Volunteers must present proof of current driver’s license. (This is for events UNL provides transportation for, not families transporting their youth to an event.)

• All volunteers, presenters, and helpers arranged by UNL will need to be screened through the state and national sex offender registry.

17.2.1 Housing

To provide for the appropriate housing of youth and adults:

• 4-H paid or volunteer staff must not room with non-related youth.

• In an overnight camping situation, a dormitory setting or in a group sponsored all night activity, there must be a minimum of two adults present.

• A bed or sleeping bag is never shared by paid staff or volunteer staff and youth.

• Room/cabin checks will be done by two staff members.

• Avoid using bathrooms with youth.

17.3 Youth Travel Opportunities:

Rules for chaperone and youth participants will vary by trip/event. For information about specific youth trips, go to the designated web site; examples include:

• Citizenship Washington Focus (CWF).

• National 4-H Congress.

• National 4-H Conference.

• Competitive events (PASE: Premier Animal Science Event; Clover Challenge; Life Challenge.)
18. Federal Regulations

Nebraska 4-H complies with all federal regulations. The following sections are taken directly from federal policy and requirements. More detailed information on each of these areas can be obtained from the 4-H National Headquarters web page:


18.1 Fraudulent Use of 4-H Emblem - Public Law 772:

Public Law 772

[CITE: 18USC707]

TITLE 18--CRIMES AND CRIMINAL PROCEDURE

PART I--CRIMES CHAPTER 33--EMBLEMS, INSIGNIA, AND NAMES

Sec. 707. 4-H club emblem fraudulently used

Whoever, with intent to defraud, wears or displays the sign or emblem of the 4-H clubs, consisting of a green four-leaf clover with stem, and the letter H in white or gold on each leaflet, or any insignia in colorable imitation thereof, for the purpose of inducing the belief that he is a member of, associated with, or an agent or representative for the 4-H clubs; or

Whoever, whether an individual, partnership, corporation or association, other than the 4-H clubs and those duly authorized by them, the representatives of the United States Department of Agriculture, the land grant colleges, and persons authorized by the Secretary of Agriculture, uses, within the United States, 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—

Shall be fined under this title or imprisoned not more than six months, or both.

This section shall not make unlawful the use of any such emblem, sign, insignia or words which was lawful on the date of enactment of this title.


18.2 Social Security Contribution:

The Social Security Act requires all charitable/educational organizations (unless specifically exempted) to make social security contributions for each employee who is paid $100 or more in a calendar year. This includes employees of 4-H camps, fair assistants, and part-time para-professionals. The organization paying the individuals salaries is liable for the payment of Social Security taxes. For exceptions, check with your local Social Security office.
18.3 Religion and 4-H Youth Development Programs:

The United States Department of Agriculture (USDA), which is home to 4-H National Headquarters and the 4-H Youth Development Program, prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, and marital or family status. As a result, 4-H programs must have secular purposes focused on education and must not advance religion. Promoting religion, or explicitly or implicitly requiring religion or practices that specifically support one denomination, such as Christianity, as a condition for participation in 4-H club meetings or activities not only has religious purpose, it has the obvious effect of promoting one religion over others and can create a barrier for participation among other groups. If 4-H activities and programs included prescribed religious prayers, scriptures, or religious components to club bylaws, activities, or names, it would inject impermissible sectarian overtones. Such violations could create the impression that 4-H is not open to participation by all.

4-H participation in religious activities does not violate the “separation of Church and State” when: 1) The purpose of participating is secular; 2) the primary effect of participating will not be to advance religion; and 3) the participation will not excessively entangle the affairs of the government with the affairs of the church.

If the scheduling of religious prayers, for example, reflects a secular purpose of setting a tone of solemnity prior to a meeting or meal, and the prayers are nondenominational or various prayers reflecting a variety of religious traditions are utilized, then this would be acceptable. 4-H programs may also engage in activities that neither advance nor inhibit religion, allowing moments of silence, for example.


18.4 Title IX and 4-H Youth Development Programs:

Title IX of the Education Amendments of 1972 (Title IX) prescribes discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance. Since Cooperative Extension 4-H Programs receive Federal financial assistance for education programs, they must adhere to USDA regulations prohibiting discrimination on the basis of sex.

Consistent with these regulations, no State Extension may have an exclusive or formally sex-segregated 4-H program. Although, some individual 4-H clubs attract members of only one sex, this is the result of interests and choice and should not be a requirement of membership.

Gender specific competitions and awards are not permissible under Title IX of the Educational Amendments enacted by Congress in 1972. This act states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.”

This means that the practice of arranging competitions or awarding trips or other awards, scholarships, etc. on the basis of male or female categories is not acceptable in 4-H Youth Development Programs. In all cases, the requirements for competitions must provide equal access for all youth and must not be designed to create barriers to participation.

18.5 4-H Livestock Sales

4-H Youth raising livestock and other farm animals to be sold at auctions, county and state fairs and other 4-H events has long been a vital part of the 4-H educational experience. The income received and the funds paid at these events are subject to Federal tax laws and Internal Revenue Service (IRS) regulations.


The Internal Revenue Service Office of Governmental Liaison has provided the 4-H National Headquarters-USDA with a set of FAQ’s regarding the taxability and 1099 filings required from the sales of livestock at county fairs.