

# Arkansas 4-H Youth Development Program

## Handbook & Guidelines



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*This document is intended to be an operational guide and an important reference to help Extension faculty, staff and volunteers accomplish the 4-H mission and uphold the values of the Arkansas 4-H program as they work with youth and families. The contents will be regularly reviewed to ensure its relevance and accuracy in meeting the needs of Extension faculty and volunteers. From time to time changes or additions may be made; however, these changes will be communicated to staff when they occur.*

***It is important to note that the guidelines included in this Handbook supplant any other state 4-H guidelines otherwise printed or stated which may disagree or conflict with those included in this handbook.***

*4-H is the youth development education program of the University of Arkansas System Division of Agriculture Cooperative Extension Service.*

**For more information on Arkansas 4-H visit: <https://4h.uada.edu>**

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## ***Introduction***

Welcome to the world of 4-H. This handbook provides guidelines for the administration of the University of Arkansas Systems Division of Agriculture Cooperative Extension Service 4-H Youth Development Program. The 4-H Handbook is a guide for the management of 4-H Youth Development in Arkansas. *Please note: neither this handbook, nor the guidelines contained herein, creates any expressed or implied right to be a 4-H member, volunteer, or otherwise participate in the 4-H Youth Development Program.*

## **Overview**

Guidelines are created to provide a consistent framework for the program and to ensure that 4-H programming and outreach efforts are consistent, fair, and legal. To properly maintain program continuity and operate as efficiently as possible, it takes a great deal of structure and many procedures. As such, the 4-H State Handbook is designed as a resource for all Extension faculty and volunteers working with the 4-H program. It was developed with input from 4-H members, volunteer leaders, and Extension staff.

## **Application**

- A. The guidelines in all sections of this handbook apply to program activities under the direct purview of the Associate Vice President for Agriculture and Director of Cooperative Extension Service and Associate Vice President - 4-H Youth Development. These guidelines cover statewide programming, county programs, and statewide activities and events.
- B. This handbook applies to all administrators, faculty, county extension agents, program support staff, advisory groups, volunteers, and youth associated with the Arkansas 4-H program.
- C. The guidelines given in this handbook are controlling on all 4-H Youth Development Programs operations and delivery methods.

## **Content**

- A. The contents of this handbook will be used to set forth guidelines that are specific to the program.
- B. Information in this handbook is applicable to all aspects of the Arkansas 4-H Youth Development Program until superseded by revisions approved and distributed by the Associate Vice President - 4-H Youth Development.

## **Guidelines Interpretation Procedure**

- A. The 4-H Youth Development Program is a non-formal education program planned and conducted at the county level in compliance with the guidelines and standards for 4-H activities and events that are outlined in this handbook.
- B. The guidelines in this handbook are designed to ensure that ethical decision making based on the agreed upon ethical values of integrity, excellence, accountability, and respect is utilized when enforcing the procedures and guidelines.
- C. The 4-H units at the county level may establish local guidelines, but they must not contradict or be less restrictive than the guidelines and standards established in this handbook and must be approved by the county staff chair. It is strongly encouraged that local guidelines are in writing and kept at the county office.
- D. Guideline changes must be publicized widely throughout the county.

## **Guideline Development and Review Process**

- A. When a 4-H issue is presented to the State 4-H office, it will be referred to the Associate Vice President - 4-H Youth Development. The issue will be reviewed by the State 4-H Office staff and CES administration, including the Division of Agriculture's Compliance Officer.
- B. Revisions to this handbook are established after careful review and analysis. The Associate Vice President - 4-H Youth Development will render decisions on procedure modifications in consultation with the 4-H state staff and CES administration, including the Division of Agriculture's Compliance Officer.
- C. Handbook sections will be reviewed and revised on a regular basis with approved revisions posted on the Arkansas 4-H website.

## ***General Information***

### **Mission**

*The mission of the 4-H Youth Development program* is to help children, youth, and families realize their full potential and to improve the quality of life for Arkansas children, youth, and families. The 4-H youth development program provides opportunities for youth to acquire knowledge, develop skills, form attitudes, and practice behavior that will enable them to become self-directing, productive, and contributing members of society.

### **4-H Year**

*The 4-H year* is from January 1 to December 31 of the calendar year.

### **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-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-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-H Emblem**

The official 4-H emblem consists of a green four-leaf clover with stem and the letter "H" in white or gold on each leaflet. The four-leaf clover with the stem and letter "H" in white or gold on each leaflet may also appear, if necessary, in other colors and still be considered the official 4-H emblem, as in printing on fabric, plaques, and trophies.

### **Use of 4-H Name and Emblem**

When the 4-H Emblem is used, the following wording (exactly as printed below) will be displayed to the right of the base of the stem and under the lower right leaf:

18 U.S.C. 707

The ONLY exception will be when the wording "18 U.S.C. 707" becomes too small to be legible. In computer generated samples, if the 4-H Emblem is at least 3/4 inch in size, the writing is legible. Once the 4-H Emblem is a size of .5 inch or smaller, the writing is probably not going to be legible. In these cases, the following guidelines will be used:

- On printed material use an asterisk at the same location (to the right of the base of the stem and under the lower right leaf) and place the statement "18 U.S.C. 707" in a prominent place on the page.
- On packaged items (e.g., lapel pins and jewelry) place the statement on the outside package.

When large versions of the 4-H Emblem are used (e.g., T-shirts, poster, and banners), the statement can be somewhat smaller in proportion to the Emblem.

When used, the 4-H Club name and emblem shall be given a position of prominence. It is not permissible to superimpose any letter, design, or object on the 4-H emblem or to alter its shape in audiovisuals, on stationery over which a letter is written or typed, certificates, publications, etc.

Any use of the 4-H Club name and emblem is forbidden if it exploits the 4-H program, its volunteer leaders, or 4-H youth participants, or the United States Department of Agriculture, Cooperative Extension Services of the Land-Grant Universities, or their employees. Also, the 4-H Club name and emblem cannot be used to imply endorsement of commercial firms, products, or services.

Authorization for use of the 4-H name and emblem should be for a specified time frame not in excess of 3 years. Form AFFACT-662 Annual Request for Official Approval of a 4-H Unit and Certification of Nondiscrimination must be on file in the county Extension office for each unit approved to use the 4-H name and emblem.

### **Terms of Authorization**

There must be some form of a written agreement, memorandum of understanding, or a contract between the individual, organization, institution, or group to whom authorization has been granted to use the 4-H name and emblem and the designated persons responsible for granting authorization at the appropriate level of geographic jurisdiction.

The written agreement can be in the form of the 4-H charter, letter, or other document devised by responsible units of the Cooperative Extension Service at state or county levels. Sample forms are included in the 4-H Name and Emblem Guidelines which can be downloaded from the web at National 4-H Headquarters Web Site.

[\[Public Law 772--80th Congress\]](#)

[\[Chapter 645--2d Session\]](#)

[\[H.R. 3190\] 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 they are 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 not more than \$250 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.

Title 18, U. S. C. 707

June 25, 1948

## ***Membership & Enrollment***

### **General Eligibility**

Arkansas 4-H is the youth development program of the University of Arkansas System Division of Agriculture Cooperative Extension Service. The Cooperative Extension Service offers its programs to all youth between the ages of 5 and 19 regardless of race, color, sex, national origin, religion, genetic information, gender identity, sexual orientation, disability, marital or veteran status, or any other legally protected status. Agents and volunteers will consult the "**all reasonable effort**" procedures in organizing and maintaining 4-H clubs pursuant to [Cooperative Extension Policy C.E.S.P. 2-2](#). The purpose of this policy is to ensure the 4-H clubs are inclusive and diverse as possible. All youth participating in 4-H should have the same opportunity to equal training in 4-H work. All 4-H work should be conducted by Extension Agents or trained volunteers in such a manner that the Extension organization would not be criticized for any unfair or unequal treatment, including the selection of winners.

Children of Extension personnel enrolled in the 4-H club program are eligible to compete in all 4-H programs and activities and are, therefore, eligible for all county, district, state, and national awards. However, if there is deemed a conflict of interest, the Extension employee will recuse themselves when their child is involved.

A 4-H member may not participate in a state 4-H competitive activity or awards program unless he or she is eligible to receive or accept the top award or honor if he or she should be named the winner.

### **Age Divisions**

4-H youth development education programs are created and conducted principally for youth in grades K-12th. To be eligible for membership in Arkansas 4-H, the following age groups will apply:

<b>Membership Category</b>	<b>Ages</b>
Cloverbuds	5-8
Junior Members	9-13
Senior Members	14-19

**Cloverbuds** become official participants on their 5th birthday. Activities should be restricted to non-competitive educational programs. No competitive events will be conducted for Cloverbuds at the district or state level. **Counties should avoid conducting competitive 4-H events for this age group.** Research indicates that this age group's comprehension of competition or judging one over the other is limited and may be harmful to development of a positive self-esteem.

**Junior members** are youth who are age 9 as of January 1 and become eligible to participate in district or state activities at this time.

**Senior** 4-H members are youth who are age 14 as of January 1 and must compete as a senior 4-H member. Senior members may participate and/or compete in 4-H activities and events until December 31 of the year they celebrate their 19<sup>th</sup> birthday. After that date the senior member may participate in the 4-H alumni program, and/or become a volunteer leader.

### **Membership Implications for Fairs**

Extension and 4-H do not set guidelines for eligibility of junior exhibitors for county, district, and state fairs. However, it is our recommendation as professional youth developers that the age for junior exhibitors coincide with the official age for 4-H competition (ages 9-19). This is suggested especially for district and state fairs and preferably county fairs as well. If county fairs do allow younger youth (ages 5-8) to exhibit, it is recommended that the recognition (ribbons, small trophies, etc.) be identical. Research indicates that this age group's comprehension of competition or judging one over another is limited and may be harmful to development of a positive self-esteem.

**4-H membership** is only offered through one of the Cooperative Extension Service's 75 county 4-H programs in Arkansas. A youth becomes a "4-H member" when the youth either completes the enrollment process at [Arkansas 4-H Enrollment and Event Registration System](#). A youth participates in 4-H by belonging to a 4-H club or any recognized unit of membership (see "Types of 4-H Membership") in the county where they declare membership.

A 4-H member must declare a "home county" for membership in order to qualify for district or state competition. A 4-H member cannot compete for awards in qualifying activities in more than one county. Only one county can report club membership for a 4-H member at a time. A youth may belong to project groups and/or attend and/or participate in educational activities in more than one county if allowed by both counties.

4-H club members transferring from one location to another will be accepted by the county in which they declare membership and given full credit for their past 4-H work or achievements after verification from the state office they are not under any disciplinary action by a 4-H review board.

Marriage and parenthood are not barriers to 4-H club membership or participation provided age requirements are met. (If a 4-H member is married, parental consent is not required to be obtained on any forms, as the member is emancipated and not considered to be a minor under Arkansas law.)

### **Types of 4-H Membership**

Any youth who is recorded by Extension as participating in one of the following recognized delivery modes is considered a 4-H member provided they abide by club bylaws or participation method guidelines and abide by the 4-H Code of Conduct. A youth who is accepted as a 4-H member is entitled to all rights and privileges of membership in connection with 4-H (see sections on **Eligibility** and **Application and Selection Procedures**).

To be considered a bona fide, or active 4-H club member, one must attend a minimum of six sessions of a 4-H group such as a 4-H club, project club, or SPIN group. This can be a combination of club meetings and/or project-focused training. The intent is for all 4-H members to participate in a series of educational programs conducted by the University of Arkansas System Division of Agriculture Cooperative Extension Service. A young person attending only one or two meetings per year or attending occasional 4-H events does not meet this standard and should not be considered a member for the purposes of receiving awards, participating in fairs, etc.

#### **Youth Members of Organized 4-H clubs:**

An organized group of youth, led by an adult, with a planned program that is carried on throughout all or most of the year. 4-H clubs may meet in any location and have elected officers and a set of rules approved by the membership to govern the club.

- 1a. *Community clubs* typically meet in the evenings or on weekends and offer self-chosen multiple learning experiences and activities.
- 1b. *Project clubs* typically meet in the evenings or weekends and offer experiences focused on one project area.
- 1c. *In-school clubs* meet during school hours but have officers and planned activities beyond school enrichment.
- 1d. *4-H afterschool clubs* are organized in out-of-school settings. They have officers and planned activities.
- 1e. *Military 4-H clubs* are organized by the Armed Forces, often on military installations, and principally for military dependents.

**Youth Participating in 4-H special interest (SPIN)/short-term programs:**

Groups of youth meeting for a special learning experience that involves direct teaching by extension staff or trained volunteers, including teachers. Program is not part of the school curriculum and 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 at least six for enrollment to be reported.

**School Enrichment:**

A School Enrichment project is a cooperative effort between a school and the University of Arkansas System Division of Agriculture Cooperative Extension. This may be a public, private, or home school environment. Members participate in an educational program planned and coordinated by Extension staff, in cooperation with school officials, to supplement and compliment the school curriculum. The school enrichment project is taught by a teacher or volunteer and should consist of multiple learning experiences. School enrichment can build a relationship between the school system and Extension that will lead to the formation of a 4-H club.

**Examples of School Enrichment 4-H Programs**

- **SeaPerch** is an innovative underwater robotics program that equips teachers and students with the resources they need to build an underwater Remotely Operated Vehicle (ROV) in an in-school or out-of- school setting. Students build the ROV from a kit comprised of low-cost, easily accessible parts, following a curriculum that teaches basic engineering and science concepts with a marine engineering theme. The SeaPerch Program provides students with the opportunity to learn about robotics, engineering, science, and mathematics (STEM) while building an underwater ROV as part of a science and engineering technology curriculum. Throughout the project, students will learn engineering concepts, problem solving, teamwork, and technical applications.

- **4-H Robotics** is a nationwide effort teaching analytical, logical, and critical thinking while engaging young people in fun activities. The goal is to cultivate a new crop of astronomers, biologists, physicists, engineers, and other scientists. The 4-H Robotics curriculum uses robotics as a means of engaging youth and developing interesting and challenging experiences with science, engineering, and technology. Junk Drawer Robotics will challenge participants to build robots from everyday items. In each module youth will learn about a different aspect of robotics and then design and build a robot using what they have learned.
- **4-H Yoga** - Practicing yoga with kids should be different from yoga practice with adults in that, instead of quiet and calm, it should be noisy and fun. Yoga is a great way to engage kids in physical activity because it helps improve flexibility, balance, and strength all while being noncompetitive and inexpensive. Some studies have even suggested that practicing yoga can improve a child's attention, relationships, self-esteem, and listening skills. The Healthy Living: Yoga for Kids program was developed in Arkansas, and the routines outlined in the curriculum and DVD provide simple exercises that can be performed in a variety of settings, including classrooms, camps, and at home.

### **Youth Participating in 4-H camping programs:**

Youth taking part in an Extension-planned educational experience of group living.

- *Overnight camping* includes being away from home at least one night (resident, primitive, or travel camping) and not restricted to members of organized 4-H clubs. Examples are: county 4-H camps, state 4-H camp conducted at the C.A. Vines Arkansas 4-H Center.
- *Day camping* consists of multiple-day programs, with youth returning home each evening. Activities should be held outside the majority of the time.

### **Member-at-Large:**

This is no longer recognized as a type of membership in Arkansas 4-H. This is due to these youth having no planned educational experiences. Youth who wish to be 4-H members but are unable to commit to a year-round 4-H club experience should be directed to participate in a 4-H SPIN project experience.

## ***4-H Clubs***

Because of the key role clubs play in 4-H delivery, it is important to have a clear definition and understanding of the functions of a 4-H club. The goals and structure of 4-H clubs vary according to the needs of the members. Some clubs focus on one project that the entire membership experiences together at the club meeting. Some clubs offer a selection of projects delivered through meetings held at times outside the regular club meeting. Some clubs have a singular focus such as project club, or they target a specific audience such as military clubs, afterschool clubs, or home school clubs. However, there are components and characteristics that are common to all 4-H clubs described below.

These are the minimum requirements of all 4-H clubs to support a quality 4-H club experience. The local Extension office may include additional requirements for 4-H clubs in their county.

4-H clubs are organized groups of youth who elect officers and are supported by trained adult volunteer leaders. Club meetings typically conduct business by the officers, an educational program and a team building or recreational activity. It may meet in any location and is authorized through the county and state to use the 4-H name and emblem. Youth ages 5-19 (as of January 1 of the current year) are eligible to be members.

A 4-H Club:

- Is an organized group of a minimum of six youth.
- Has a planned meeting calendar that meets a minimum of six times throughout all or most of the year. Club meetings should include a minimum of 15-hours of experiential learning during the club year.
- Is advised by two non-related trained 4-H volunteer leaders.
- Elects officers. Officers must be actively engaged in conducting meetings.
- Should meet in an accessible location.
- Includes opportunities to learn skills through a variety of project experiences.
- Offers opportunities for leadership and citizenship/community service.

## **Naming of Clubs**

- Be specific
- Foster the character-building purpose of 4-H
- Be inclusive
- Religious names are prohibited
- State and Federal copyright laws should not be violated
- Should not be offensive, demeaning or discriminatory in any manner

## **Types of 4-H Clubs**

### **Community Clubs**

Community clubs offer multiple learning experiences and activities. A Community club is a multi-project club that meets regularly to:

- conduct business meetings,
- address county 4-H requests and community issues,
- provide an educational program presentation or activity
- and offer a selection of projects delivered through project meetings held at times outside the regular club meeting.

Community clubs require the election of officers and are advised by two non-related trained 4-H volunteer leaders. This format provides a wider choice of learning experiences for the 4-H member but requires more leaders for the additional project meetings and is generally more complicated to manage. Youth can enroll in one or more project areas in a multi-project community club.

### **Project Clubs**

Project clubs typically meet in the evenings or on weekends and offer one project area to work through multiple learning experiences and activities. Project clubs:

- meet regularly (minimum of six meetings),
- elect officers,
- conduct a business meeting,
- address any county 4-H requests and community issues,
- focus on one project that the entire membership experiences together.

Project clubs are less complicated in structure. In a single-project community club, all members are enrolled in the same project but may be active at various levels, based on skill or knowledge. Members are encouraged to do a community service/service-learning project during the 4-H year. All project clubs require at least two designated non-related trained 4-H volunteer leaders.

### **SPIN (Special Interest) Project Group**

SPIN clubs meet for a short-term experience (few weeks to a few months) with a focus on a specific area, during a specified time frame. Youth are actively involved in planning and coordinating activities and are part of educational experiences advised by trained 4-H volunteer leaders. These “high-impact” experiences are flexible and focus on specific activities and skill development related to the chosen special area of interest. These groups have the flexibility to provide positive youth development and adult mentorship through varying time frames giving both youth and leaders more flexibility in when and how long they meet. No officers are elected. Characteristics of the SPIN Project Groups might include:

1. Taking the programming to the participants by meeting where it is convenient for them.
2. Offering five to six sequential learning experiences – with at least two hours of education each time.
3. A flexible and variable time frame for projects or activities, such as meeting once a week for six weeks, twice a week for three weeks or twice a month for three months.
4. Offering different curriculum/project-material levels ranging from beginner to advanced.
5. A smaller youth-to-adult ratio so more leaders and volunteers can serve as mentors.

### **Afterschool Clubs**

Afterschool clubs have officers, meet a minimum of six times and have planned activities. 4-H. An afterschool 4-H club operates within the structure of the community/school-based organization that sponsors the out-of-school program. Club members participate in community service and project activities. Club meetings include conducting business by officers, educational programs, and group or recreational activities, and may vary by site.

### **Partner Club (Military 4-H Clubs)**

Military 4-H Clubs are organized by the Armed Forces, often on military installations, and principally for military dependents. Military 4-H Clubs provide a "slice of home" for military youth wherever they live. Clubs organized on a military installation are only open to youth whose parents are stationed at that installation or serving as military contractors at that installation. If the club is organized in a community, then military and non-military youth may participate. These clubs must elect officers, meet a minimum of six times, and be advised by two non-related trained volunteer leaders.

### **In-School Clubs**

In-school Clubs meet during school hours, have officers, and meet a minimum of six times a year with planned activities beyond school enrichment. They operate much the same as community clubs, but a teacher may serve in the role of club leader. In-School Clubs provide the opportunity to reach more of your county's potential audience (youth 5-19), to build a relationship with the county school system, and demonstrate how 4-H can add to current academic learning.

### **Additional Learning Opportunities**

**Project Groups** are a group of youth who come together to learn about a specific subject matter. Typically, these groups meet as needed, are educational, and include activities that support the subject matter.

### **Factors that Help Determine a Quality County 4-H Program**

The following factors should be considered as a whole in determining a quality county 4-H program:

- Number of 4-H members in long-term 4-H clubs or groups in the county.
- Number of 4-H members in school enrichment or other short-term programs in the county.
- Potential 4-H members (number of youth ages 5-19).
- Number of 4-H'ers being reached per staff member.
- Age of 4-H members. The number of older 4-H'ers involved might be a real key to quality of program being offered.
- Leader/member ratio.
- Types of 4-H clubs. The number of 4-H'ers involved in organized clubs is an indicator to quality of program being offered.
- Geographic distribution of community clubs within county.
- Community Service - 4-H'ers and volunteers are involved in meaningful community service.

- Participation in club, county, district, and state activities by leaders and members.
- Record books completed for judging at county and/or state levels.
- Leader training program – kinds of training and number of training sessions.
- Number of new leaders recruited – efforts towards recruiting.
- Number of volunteers completing core competency training.
- Youth as Partners – number of youth serving in decision-making roles.
- Programs planned in advance and continuously evaluated.
- A citizen's committee of some sort to help with funding.
- New, innovative ideas tried (both successful and unsuccessful).
- Growth.
- Positive image of 4-H in county.
- Public or citizen awareness of 4-H program – how the program is marketed.
- Professional employees' attitude toward their work.

### **Starting a 4-H Club**

#### **4-H Club Chartering**

The University of Arkansas System Division of Agriculture is committed to protecting at the highest level our 4-H program, its members, the name/emblem, and image in Arkansas and the country. This protection comes through the commitment and requirement for all 4-H clubs to have current charters and understand the value of those charters.

An Arkansas 4-H charter provides official recognition to a club of their affiliation with the Arkansas 4-H Youth Development Program and tax-exempt status as an official unit of the University of Arkansas System Division of Agriculture, Cooperative Extension Service. They also have permission to use the 4-H name and emblem within the guidelines.

#### **Requirements of Club Chartering**

- 4-H Club Charter Application
- [AFFACT-662](#)
- Bylaws
  - By-laws which include a dissolution clause indicating residual dollars and resources (assets) purchased through the club will become the property of the county 4-H program, should the club dissolve.

## **Process for Chartering a 4-H Club**

Below are the steps for completing the chartering process:

1. County Agent should meet with all new club leadership to explain the requirements for club chartering. (Can be most effective incorporating it into club leader trainings conducted at beginning of 4-H year.)
2. County Extension Agents should distribute the checklist with all requirements (as noted above in Requirements of Annual Chartering) along with a deadline for all information to be submitted back to County Extension Office. (State deadline is March 31, so county deadline should be established early to allow for any follow up and “late” submissions.)
3. Club leaders responsible for a club will complete the necessary forms and gather all information need for chartering process. Information will be scanned into pdf format by club leader or county office. Each year, the **County will upload the AFFACT-662 to the club charter Box folder and retain a copy in civil rights file.**
4. Once chartering information is received in the County Extension Office it should be organized electronically into club folders with each document saved clearly as to its name and year. This information should be kept on file once reviewed and approved by County Extension Agent(s).
5. The County Extension Agent(s) should review all information and ensure that it is complete, correct and meets all requirements for requesting a charter. The bylaws and Charter Form do not need to be updated annually as long as they are up to date.

### **Terminating a 4-H Club Charter**

Reasons to pull a charter may include, but are not limited to:

- Unlawful discriminatory practices.
- Not submitting required county paperwork including club reports, member enrollment forms, and volunteer applications.
- Club leadership not attending volunteer training and workshops.
- Practices that are not considered youth developmentally appropriate.

The following steps should be taken:

- The County Extension Staff should meet with the club leader and outline the concerns and follow up in writing. Give a defined period of time to remedy the situation.
- If it becomes necessary to move forward with pulling the charter, the process is:
  - a. Create a timeline with dates that meetings were held to discuss concerns.
  - b. Assemble all written correspondence sent to club leadership regarding expectations and defined times to remedy the concerns.
  - c. Outline a plan to support the existing club members i.e: Club and project opportunities to which the youth may transfer their membership.
  - d. Contact the District Director for counsel. Forward supporting documentation for their review.
  - e. Contact Associate Vice President - 4-H Youth Development or 4-H Unit Leader at State 4-H Office for charter to be pulled.
  - f. Follow-up with letter to club leadership and membership indicating the club has been dissolved. Letters to youth should include a summary of other club opportunities in the county.

## ***4-H Club Financial Management***

### **4-H Club Annual Financial Reports**

For information on 4-H Club Financial Management, please see the [Financial Guidelines for 4-H & Master Gardener Groups](#) guide.

## **4-H Volunteer & Non-Volunteer (Adult) Management**

### **What is a Volunteer?**

County 4-H program volunteers are those persons who work on behalf of the 4-H program at the county level and who are not paid for their services. 4-H volunteers are divided into two categories, direct or indirect.

### **Types of Volunteer Involvement**

1. Direct Volunteer: Volunteer who has enrolled, been cleared through the youth protection screening process, completed required educational experiences and the Department of Human Services online Mandated Reporter Training
  - a. 4-H Club Leadership
    - i. Organizational Leader (Club Leader)
    - ii. Project Leader (assists Club Leader and guides 4-H'ers in setting project goals)
    - iii. Activity Leader (assists Club Leader in organizing the club's social, educational, community service, and fund-raising activities)
    - iv. Teen Leader (experienced 4-H member with knowledge and skills to share with other 4-H'ers)
    - v. Resource Leader (assists Club Leader on a short-term basis at the invitation of the Club Leader)
2. Indirect Volunteer: Youth or adult who provides unpaid support for the 4-H program which does not include face-to-face contact with youth. e.g.: foundation boards, advisory committees, or ad hoc committees.

## **Direct Volunteer Requirements**

All Direct Volunteers must meet the following requirements:

1. Official enrollment in 4-H. This is achieved through annual enrollment in Arkansas 4-H Enrollment and Event Registration System. Must also indicate during enrollment process that they are a volunteer.
2. Physically or digitally signing the "Arkansas 4-H Volunteer Agreement and Expectations" form. (This form is included in the volunteer enrollment process.)
3. Clearance through the Youth Protection Screening process:
  - Clearance using the "Authorization for Release of Confidential Information contained within the Arkansas Child Maltreatment Central Registry." (EHI-164)
  - Criminal Background Clearance using the Youth Protection Screening procedure through the enrollment process.
4. Completion of the Arkansas Department of Human Services online Mandated Reporter Training <https://ar.mandatedreporter.org>.
5. Leaders must complete Arkansas 4-H Orientation, Arkansas 4-H Overnight Chaperone Training, and Mandated Reporter training. Additional trainings shall be provided as county agents see fit.

## **Training for Direct Volunteer Leaders**

A minimum of three education experiences are required by all volunteer leaders. These education experiences include identified skills and competencies that volunteers will need in order to effectively deliver 4-H youth development programs and activities.

All Volunteer Leaders are **required** to complete the VRKC 4-H Overnight Chaperone Training and Arkansas 4-H Orientation (Volunteer Guide). Once a leader completes the Overnight Chaperone and Mandated Reporter trainings, they do not need to go through them again.

All volunteers are required to complete Mandated Reporter Training provided by the Arkansas Department of Human Services. This training provides information about identifying and recognizing signs of possible child maltreatment and the procedures for reporting. After completion of the training, each volunteer will be tested and receive by e-mail a "Certificate of Completion". A copy of the "Certificate of Completion" will need to be kept in the county extension office. Training is available online at: <https://ar.mandatedreporter.org>.

## **Age Restrictions on Volunteers**

Individuals may apply to serve as an adult volunteer after December 31 of the year they turn 19. Adult volunteers must be age 21 before chaperoning a district or state 4-H activity. They must be age 25 before chaperoning an out-of-state 4-H event.

## **Determining Volunteer/Non-Volunteer Participant Classifications**

If the adult answers “Yes” to any of the below statements, they should enroll in Arkansas 4-H Enrollment and Event Registration System as Direct Volunteers, cleared through the Cooperative Extension Service Youth Protection Screening Process and complete volunteer training.

1. I have contact with youth in a one-on-one situation.
2. I transport youth as an official chaperone of an activity and/or event.
3. I serve as a volunteer for overnight activities and events.
4. I go into schools and work with youth in a group setting and represent 4-H and the University of Arkansas System Cooperative Extension Service.
5. I train and meet with youth in a project group.
6. I am a club leader or assist with a club as a second adult leader.

If the adult answers “No” to all of the above statements, they are not considered a 4-H Direct Volunteer. They should then review the following statements:

1. I only attend 4-H activities as a parent, relative, or friend of 4-H.
2. I only assist with the awards program.
3. I pour punch and serve cookies at banquets.
4. I judge once a year at the county level.
5. I raise money.
6. I serve on the Advisory Council.
7. I serve on the County 4-H Foundation Board.
8. I am an officer in the 4-H Foundation Board.

If the adult answers “Yes” to any of the previous 8 statements, they are not required to be enrolled in Arkansas 4-H Enrollment and Event Registration System.

## Youth Protection Screening Procedures for Direct Volunteers

4-H Volunteers Adult Participants may not be a direct volunteer until they have completed the 4-H Youth Protection Screening Requirements. Volunteers will be screened once when they initially complete the Arkansas 4-H Enrollment and Event Registration System membership process.

1. Annual enrollment must be completed in Arkansas 4-H Enrollment and Event Registration System. 4-H Volunteer Participants must re-enroll every 4-H Year (January 1 – December 31) to be counted as adult members.
2. Authorization for Release of Confidential Information Contained Within the Arkansas Child Maltreatment Central Registry (EHIR-164)
  - a. According to Arkansas State Law, all state agencies must have employees and volunteers with youth interaction cleared through the Arkansas Child Maltreatment Central Registry.
  - b. The EHIR-164 is available in the Cooperative Extension Service Policy Guide Templates.
  - c. This form MUST be signed, notarized, and include the complete Social Security Number, the name of the county where the volunteer or adult participates in 4-H, and the Volunteer's signature.
  - d. Send the forms to the State CES Human Resource Office for processing, preferably by e-mail centralregistry@uada.edu **County MUST delete email and shred form once it has been emailed. Do not keep copies in county office.**
  - e. Counties will be notified by e-mail when clearance from the Central Registry is received.
3. Criminal Background Screening
  - a. Upon initial enrollment in Arkansas 4-H Enrollment and Event Registration System the adult 4-H Volunteer will be prompted to complete the Criminal Background Screening permission form.
  - b. Once the adult completes the Volunteer Agreement, the county office will submit their EHIR-164 to the state CES Human Resource office. The fee for processing will be taken directly from the County's Depository Account.
  - c. Counties will be notified by e-mail when clearance from the Criminal Background Screening is received.

#### **4. Acceptance**

- a. When the adult is cleared through the Criminal Background screening and the Central Registry screening, they will be approved at the state level for Youth Protection Screening.
- b. If a negative report is received from either the Criminal Background screening or the Central Registry screening, the applicant will be sent a letter of rejection from the state 4-H office and a copy of the letter will be e-mailed to the staff chair and the appropriate district director.

#### **County Tips to Assist with the Youth Protection Screening Process**

If they haven't been cleared, check the following:

1. Has the EHIKE-164 form been submitted to the state Human Resources office? If you don't remember, you may send an email to the state Human Resources Office at [centralregistry@uada.edu](mailto:centralregistry@uada.edu) to inquire.

Items to Remember:

1. Be patient. The Central Registry clearance can take between a week and six weeks. Make sure you send in a form that is complete with a social security number, signature and notary.
2. It is strongly recommended that direct volunteer participants enroll in the Arkansas 4-H Enrollment and Event Registration System as soon as they enroll. If you wait until they are trying to register for an activity, they may not get cleared in time to attend.
3. The preferred way to send an EHIKE-164 (Authorization for Release of Confidential Information) is through email ([centralregistry@uada.edu](mailto:centralregistry@uada.edu)). An original is necessary only if the scanned form is not clear OR it is notarized by a notary with a raised stamp.
4. Periodically go to your county home page in the Arkansas 4-H Enrollment and Event Registration System to check for any registrations or enrollments that are pending paperwork.

#### **Liability Considerations for Volunteers**

Federal and state legislation provides some protection for volunteers of nonprofit organizations and government agencies. Arkansas Volunteer Immunity Act of 1987 covers volunteers of government agencies, like the University of Arkansas Cooperative Extension Service. Volunteers are entitled to the same sovereign immunity as paid staff. This means that they are immune from liability and from being sued for acts or omissions occurring within the scope of their volunteer service, except for malicious acts or omissions and acts or omissions that are covered by liability insurance.

Volunteers may be held responsible for damage or injury if they act outside the scope of the 4-H program. If a volunteer is covered by automobile liability insurance, the volunteer's liability for negligent acts is limited to the amount of coverage.

### **Immunity for Volunteer Leaders**

Under Arkansas Code § 21-13-108, individuals who volunteer for service to a state agency, department, institution or division are entitled to the protection of the state agency's sovereign immunity to the same extent as paid staff. This means that state volunteers are immune from liability and from being sued for acts occurring within the scope of their volunteer service, except for malicious acts or omissions or acts to the extent that they may be covered by liability insurance.

## **4-H Code of Conduct & Review Board Procedures**

### **Code of Conduct**

The 4-H Code of Conduct (F.Y.4H-686 – See Appendix) is used as the official document for dealing with infractions by 4-H members. See the 4-H Incident Guidelines and the 4-H Review Board Procedures for details.

The primary goal of the Arkansas 4-H program is to build character in youth while participating in 4-H. Arkansas promotes the six core ethical values of the CHARACTER COUNTS! Curriculum: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Unethical behavior including, but not limited to, dishonesty by lying, immoral actions, deception or omission in conjunction with any 4-H activity/event will not be tolerated. 4-H youth or adults accused of unethical behavior will be subject to the appropriate county, district, or state Review Board or to an alternate 4-H event review committee (see note below) to determine future 4-H participation and eligibility for awards and recognition. Failure to act with good character could result in loss of privileges for current or future 4-H events. The alternate review committee will be structured as the standard 4-H event review committee and be formed only if a violation occurs.

Note: For district, state, or national activities, it is the intent that violations of the Code of Conduct be handled at the 4-H event when they occur; however, if insufficient time or circumstances do not allow the event review board to function or the infraction is reported after the conclusion of the event, an alternate event review board (Administrative Review Committee) may be called up to 30 days after the conclusion of the event with the approval of the Associate Director – 4-H Youth Development. The review board will forward its findings and recommendations to the Associate Vice President - 4-H Youth Development for a final decision.

County review boards should be appointed annually to address issues related to county 4-H events. Findings of the county review board effecting an individual's participation in district, state, and national 4-H events should be reported to the Associate Vice President - 4-H Youth Development on the 4-H Review Board Proceeding Report form, F.Y.4-H -143 or, in the case no Review Board was called, on the 4-H Incident report Form, F.Y.4-H – 142.

If a delegate attending an out-of-state event violates the 4-H Code of Conduct, the event review board has the right to send that member home by airplane or other appropriate means of transportation at the parents' expense.

The following acts of misconduct are considered minor offenses that may require the 4-H member to appear before a Review Board.

- Breaking curfew hours or disturbing others. "Curfew" means in own room and not disturbing others. Males and females may not be in the same sleeping room at any time except in rooms reserved for families.
- Unexcused absence from the activities of the event.
- Unauthorized use of vehicle during the event.
- Use of foul, offensive, or abusive language.
- Reckless behavior.
- Visitation by non-registered persons.

The following acts of misconduct are considered major offenses that may result in immediate removal from an activity or event.

- Possession or use of illegal drugs or alcoholic beverages.
- Theft, misuse or abuse, or destruction of public or personal property.
- Sexual misconduct.
- Possession of unauthorized weapons or fireworks.
- Unauthorized absence from the premises of the event.
- Assault or threatening a person with a weapon or bodily harm.
- Smoking or using tobacco products.
- Possession or use of e-cigarettes, hookah pens, smokeless water vapor devices, etc.
- Bullying – Unwanted, aggressive behavior that involves a real or perceived power imbalance. Includes such actions as making threats, spreading rumors, attacking someone physically, verbally, or electronic means and excluding someone from a group on purpose.
- Violating the International Association of Fairs and Expositions National Code of Show Ring Ethics

## **Livestock Project Code of Ethics**

The Cooperative Extension Service conducts and supervises the educational components of the 4-H youth livestock program. 4-H livestock projects are designed for youth to learn skills that will ensure the proper care of animals, develop responsibility, and promote family involvement. All adult supervision and training provided for livestock projects should be directed toward enhancing the education of youth. Participation in competitive activities should always instill a strong personal code of ethics.

Existing state and federal laws and the rules and regulations governing individual livestock exhibitions should be enforced. Unethical behavior in conjunction with 4-H livestock projects will not be tolerated. 4-H youth and adults found by show officials to be in violation of existing laws and/or show rules regarding unethical and unlawful practices will be subject to a livestock 4-H review committee to determine future 4-H participation. This livestock review committee will be structured as the standard 4-H review committee and be formed only if a violation occurs. Penalties may range from a 3-month suspension from 4-H to the remaining years of 4-H eligibility.

## **4-H Incident Report Form Guidelines**

This procedure furnishes guidelines for completing a 4-H Incident Report Form for violations of the 4-H Code of Conduct.

In reporting the finding of facts, the Activity/Event Coordinator should fully explain in a written, narrative form all of the relevant information gathered during the investigation of the incident. The narrative must be very thorough and detailed. Findings of facts are determinations made by the Activity/Event Coordinator based on the information available to him or her. Any witnesses that were questioned must also be listed on the form.

When any violation of the 4-H Code of Conduct is reported, the Activity/Event Coordinator must complete the 4-H Incident Report Form. Details should include the nature of the violation, when the incident occurred, findings of facts determined, and disciplinary action taken, if any. Section III must be completed if the violation of the Code of Conduct does not require for a Review Board to be convened. If a Review Board is required, Section III must be left blank.

*Distribution of completed Incident Reports should be as follows:*

*Send Original to:* Appropriate County Staff Chair

*Send Copies to:* Appropriate District Director  
Associate Vice President - 4-H Youth Development  
Parent(s) of the 4-H member  
Activity/Event Coordinator File  
Review Board (if convened)

#### **4-H Review Board Procedures**

*Purposes:* The 4-H Review Board exists for two primary purposes:

1. To determine whether a violation has occurred
2. If there is a violation, what disciplinary action should be taken

#### ***Rights of the Youth***

In serving these two purposes, Extension faculty must assure that the rights of the young person are observed. These rights include:

1. Being informed of the alleged violation
2. Having an opportunity to present his or her recollection of the events
3. Having an opportunity to ask questions of any witnesses

#### ***Setting Up & Convening the Review Board (District, State, National)***

In accordance with the 4-H Code of Conduct, the Review Board will consist of the following: event coordinator, one Extension employee, two adult volunteers, and three youth 4-H participants. The Event Coordinator will appoint a Review Board with alternates prior to the event. This list should be on file prior to the event.

#### ***Setting Up & Convening the Review Board (County)***

The County Review Board should be appointed at the beginning of each 4-H event by the lead 4-H Agent. Review Board will consist of the lead 4-H Agent, two volunteers, and two youth 4-H participants.

### ***Setting Up & Convening the Review Board (Multi-County Events)***

A Multi-County Review Board will be convened when there is more than one county participating in a multi-county event that is not a district, state, or a nationally coordinated event. The Review Board should be appointed at the beginning of the event by the 4-H Agent providing overall leadership for the event. Review Board will consist of a 4-H Agent, two volunteers and two youth 4-H participants.

### ***Setting Up & Convening the Administrative Review Committee***

An Administrative Review Committee will be appointed at the state level annually to address code of conduct violation(s) that are not handled during a state, district or national event. The Administrative Review Committee will consist of the 2 State 4-H Officers (President and appropriate district VP), one 4-H agent, one state staff member, and adult volunteer leader. The State Events' Coordinator will serve as advisor of the group and will convene the committee following notification that an incident requires review.

### ***Orienting & Conducting the Review Board***

The Extension Event Coordinator or Extension faculty member will act as the Review Board Coordinator and perform the following tasks:

- Inform the Review Board and those in question of the purposes of the Review Board.
- Inform everyone participating in the process to treat the matter as confidential.
- Communicate to the Review Board and the youth of the violation (or suspected violation).
- Ensure that persons not essential to the proceedings are excluded.
- Volunteers or agents should not sit on the Review Board if they have a 4-H'er involved in an infraction. These adults should recuse themselves and an alternate selected.
- Allow witnesses to be present only during their own testimony.
- Interview youth individually and not as a group.
- Appoint an Extension employee committee member as a recorder to document the proceedings and the discussion of the Board following the proceedings.
- Provide opportunity for each person to present his/her recollection of the events.
- Permit the Board members and the youth to ask questions and call for additional information.

### *Reaching a Determination*

When all parties have had an opportunity to present and the Board has no further questions, the proceedings shall be closed. The Review Board Coordinator will instruct the youth that he or she will be notified of the findings of the Board and of any disciplinary action.

The Board will deliberate and determine by vote whether the youth(s) are in violation of the 4-H Code of Conduct and what appropriate disciplinary action is warranted, in keeping with the guidelines of the 4-H Code of Conduct. The Review Board Coordinator may participate in these deliberations but may not vote other than to break a tie.

Once a determination is made, the Review Board Coordinator will prepare a written summary of the findings and the disciplinary decision using the recorder's documentation of the proceedings and subsequent Board discussion. This report, along with the written record, will be submitted to the Associate Vice President - 4-H Youth Development, who will have up to five days to affirm or reverse the Board's decision.

After review by the Associate Vice President - 4-H Youth Development, the Review Board Coordinator will notify the youth and parent(s), in writing, of the findings, results, and appeal procedures.

### *Appeal Procedures*

If the youth wishes to appeal the decision of the Associate Vice President - 4-H Youth Development, he or she must appeal, in writing, to the Senior Associate Vice President for Agriculture - Extension whose decision will be final. The written appeal must be filed within thirty days following notification of the disciplinary action. The Senior Associate Vice President for Agriculture - Extension will issue a final decision within 10 days of receiving the appeal.

## 4-H Review Board Checklist

### Pre-Event:

- The Event Coordinator must appoint a Review Board with at least two designated alternates **prior** to the event. The Event Coordinator must prepare a written list of the Review Board members and alternates for each event, and such list must be kept on file with the Event Coordinator for two years.
- The Review Board will consist of the following: event coordinator, one Extension employee, two adult volunteers, and two youth 4-H participants.
- The Event Coordinator must provide all of the Review Board members, including alternates, with copies of the Review Board policies and procedures via email or by mail at least one week **before** the start of the event.
- The Event Coordinator shall have available hard copies of the Review Board policies and procedures at the event for each Review Board member.

### During the Event: Conducting the Review Board Proceedings

- Coordinator must do the following:
  - 1) First, inform the Review Board members and the youth accused of the purpose of the Review Board and the suspected violation of the Code of Conduct, i.e. this proceeding is to serve to gather facts to determine if any violation of the Code of Conduct has occurred, and if so, what disciplinary action should be taken.
  - 2) Determine if any board member has a conflict of interest by serving as a board member. If so, the board member will be removed and replaced by an alternate. (Such conflict of interest will include a board member being related to any witness or the accused; or if the board members belongs to the same county club as the accused.)
  - 3) Designate the Extension employee board member to serve as recorder to document the proceedings and the discussion of the Review Board.
  - 4) Inform everyone participating in the process to treat the matter as confidential.
  - 5) Ensure that persons not essential to the proceedings are excluded.
  - 6) Call each witness one-by-one; witnesses shall only be allowed in the proceedings during their own testimony. If more than one youth is accused of violating the Code of Conduct, each youth must be interviewed separately and not as a group.

- 7) Permit the Board members and the youth to ask questions and call for additional information. Board members should ask open-ended questions to solicit as much specific and precise information as possible, "Who, What, When, Where?"

### **Reaching a Determination:**

- Close proceedings after all testimony & questions have been presented.
- Inform the youth that he or she will be notified of the findings of the Board and of any disciplinary action. The youth will then be dismissed from the proceedings.
- Deliberate and determine by vote whether the youth(s) are in violation of the 4-H Code of Conduct and what appropriate disciplinary action is warranted, in keeping with the guidelines of the 4-H Code of Conduct. In the deliberations, each Board member should only consider the testimony or other evidence presented during the proceedings. Board members should use good judgment and common sense to make a decision as to the "most credible version" of what occurred from the evidence/testimony presented. The Review Board Coordinator can participate in the discussion but may not vote other than to break a tie.

### **After the Event:**

- The Review Board Coordinator must prepare a written summary of the findings and the disciplinary decision using the recorder's documentation of the proceedings and subsequent Board discussion.
- Submit Report & written record Associate Vice President - 4-H Youth Development **immediately after the event (Associate Vice President has five days to affirm or reverse the Board's decision).**
- The Review Board Coordinator must notify the youth and parent(s), in writing, of the findings, results, and appeal procedures.

## ***Health Statement & Medical Information for Activities***

### **Health Statement and Parents' Release**

Youth applying for and participating in district, state, and national 4-H activities and events must be currently enrolled in Arkansas 4-H Enrollment and Event Registration System and must have updated their health statement, indicated agreement to the 4-H Code of Conduct and completed the section on the Publications, Video, Internet Consent and Release Agreement for Youth (Parent's Release). Templates of these documents may also be completed and kept on file in the County Office (Code of Conduct - FY4H-686, Health Statement - FY4H-633 and Parent's Release - FY4H-703). 4-H activity/event coordinators or adults providing transportation must have in their possession a copy of the Health Statement for all youths involved in the activity or being transported. This can be a printout from Arkansas 4-H Enrollment and Event Registration System or the completed template - FY4H-633. Parents of youth participating in 4-H activities and events should be made aware that, if a medical situation arises, youth who do not have a signed health statement may be refused medical attention unless contact can be made with a parent or guardian.

### **Medical Insurance Procedures**

#### **Club Events**

When it is deemed necessary, it is the responsibility of the 4-H club to arrange for and purchase insurance from 4-H club funds for a **club** activity to cover medical expenses, within limits, for accidental bodily injuries that may occur en route to, from, or during a **club** activity. Special activity coverage is extended to enrolled 4-H members, guests, adult volunteers, and parents. The club may want to consider an annual "blanket coverage" policy for each enrolled 4-H member, but this policy does not cover youth under age 5.

#### **County Events**

It is the responsibility of the county Extension faculty to arrange for and purchase insurance from county 4-H funds for **county** wide 4-H events to cover medical expenses, within limits, for accidental bodily injuries that may occur en route to, from, or during the **county** 4-H event. Special activity coverage is extended to enrolled 4-H members, guests, adult volunteers and parents. The county may want to consider an annual "blanket coverage" policy for each enrolled 4-H club member, but this policy does not cover youth under age 5.

Extension faculty and staff should not be included in this policy since they are covered under a separate employee policy.

## **District and State Events**

The 4-H Events Coordinator will prepare a list of district, state, and national 4-H events to be covered by insurance purchased through the University of Arkansas System Cooperative Extension Service from the specific event fees.

Some statewide "special events" which are not conducted by state specialists should have county coverage for participation. (For example, the Arkansas Flower & Garden Show.)

## **Insurance Company**

Because of past favorable experience with prompt claim processing, *American Income Life* is the preferred company for our insurance for District and State events. Their "plan option 3", which is the selected coverage, is \$0.30 / day / person (all non-Extension employees) for the maximum coverage available. Claims for regular 4-H events are limited to \$5,000 per injury. Winter sports events are not covered, and horse events are extra.

Annual "blanket coverage" for club or county events is available but is limited to enrolled 4-H members, age 5-19, only. This costs \$1.00 per member per year unless it is horse coverage which is \$2. It is the parents' responsibility to provide health/medical insurance for their child; this is a supplemental policy only.

For information on American Income Life see:

<https://www.ailife.com/specialriskdivision/4h-extension>

## **Procedures in case of injury or illness**

In case of injury or illness of a participant in a 4-H activity, the following procedures should be followed. The person in charge of the activity or event should:

1. Get appropriate medical care for the patient.
2. Supply the care giver (hospital, doctor, etc.) with the insurance number.
3. Notify the county Extension agent - staff chair or another county agent from the county of the patient. Ask the agent to notify the parents or appropriate family member.
4. Notify the parents if the county Extension agent cannot be reached.
5. Notify the Associate Vice President - 4-H Youth Development, who should notify the business office person in charge of insurance.
6. Request that the person receiving care keep the event coordinator informed through the county Extension office of any continuing care as a result of the injury or illness.

Remember, the state 4-H office uses Plan Option 3 unless the event includes horses.

## ***4-H Activities and Events***

### **4-H Activity Application and Selection Procedures**

To qualify for **participation in a 4-H activity**, a 4-H member must have reached, by January 1, the appropriate age for the activity as indicated in the event qualifications.

#### **Non-Competitive Activities**

The application process and selection process for non-competitive events is event specific. A call for applications will be initiated with a defined state timeline. It is acknowledged that the county may impose a county deadline; thus participants should always be encouraged to check with their respective county for due dates. Applications submitted for non-competitive events after the deadline may be placed on an alternate list, if the event has reached capacity.

A committee, convened by the specialist in charge, will be utilized if there is a non-competitive event that requires a selection process. Upon selection of the participant the state specialist in charge will make the appropriate contact with the county to confirm the selection.

For non-competitive events, every effort will be made to fill vacancies due to cancellation. In those events with alternate lists, the specialist in charge of the event will contact the appropriate alternate. For out-of-state events, efforts to fill vacancies will be made up to 48 hours of the time the delegates depart for the event. For in-state events, an effort to fill vacancies will occur up to 24 hours prior to the beginning of the event.

Payment for all events is due prior to the event. 4-H members are not considered fully registered for the event until the payment is received. For those 4-H'ers not paying electronically, it is the expectation of the state for county staff to indicate the payment at the county office within the 4-H Enrollment System or request the youth be removed from the event for non-payment within 7 days of the event registration deadline. Money is transferred out of the county depository account the month following the close of the event for non-credit/e-check payments.

Filling vacancies due to cancellation: Vacancies and cancellations will be filled after the 4-H Youth Development office has received payment from the counties for participants' registration fees for an event. A state alternate participants list will be used to fill vacancies. 4-H'ers replacing a participant due to a cancellation will be required to pay the state 4-H office directly.

If the participants are not paying online, counties must collect payments from participants before the event registration deadline and signify this in the Arkansas 4-H Enrollment and Event Registration System for every 4-H event, within the time frame considered acceptable by UACES. Checks from individuals will not be accepted at the state 4-H Youth Development office.

Registration for most state and district activities is done through the electronic 4-H enrollment system. Deadlines for registrations collected through the online system will be followed to allow the activity coordinator time to review and approve applicants at the state level. Registration/application instructions will be included in activity announcements from the state 4-H office and on the online calendar.

Note: Hardcopy applications without an agent signature or incomplete information will be returned to the county office. If corrected and resubmitted, applications will be placed by the date the corrected application is received.

### **Event Payment Requirements**

The following requirements will apply to all 4-H events.

- All fees are due to the respective event manager before the event. 4-H members are not considered fully registered for the event until payment is received.
- A standard \$25 NSF Fee will be assessed on all checks that are returned due to insufficient funds.

<b>Amount of Refund</b>	<b>Timeframe</b>
75% refund	15 working days or more before the event
50% refund	11-14 working days before the day of the event
No refund	10 working days or less before the day of the event
No refund	High Adventure Backpacking or Horse Packing activities

**Exceptions** to these refund guidelines will be based on personal or family illness or death in the immediate family. Participants must notify the county Extension office of cancellation in writing (regardless of date), who will in turn notify the state 4-H Youth Development Office so that alternates can be considered. The county Extension office is responsible for notifying, **in writing** (letter or e-mail), the appropriate faculty or support staff member with state 4-H office of cancellation(s).

### **State Competitive Participation**

1. To attend the State 4-H O-Rama, the youth must be a senior 4-H member and be eligible to compete in at least one O-Rama activity. All 4-H members who attend will be expected to participate in their individual qualifying event. Exception: Current state 4-H officers may attend the state 4-H O-Rama without competing in a competitive activity.

Check the 4-H website for District and State O-Rama activity eligibility requirements  
- <http://4h.uada.edu/>

2. Senior 4-H members can be named the first-place winner only one time in any state competitive activity. A 4-H member is eligible to continue to compete in any other state event or other competitive activity until they are named first-place state winner in that category regardless of their placing at county or district activities. Exceptions: 4-H members may be named a winner in their individual event more than once at the following state competitive activities: State 4-H Horse Show, 4-H Day at the State Fair, and Shooting Sports.

To be named a state winner in any category which provides a national trip, a 4-H member must sign a written agreement or contract agreeing to attend the national competition as a member of the Arkansas 4-H delegation. (E.g., 4-H members winning the state Land Judging contest must agree to participate in the national event as an Arkansas 4-H delegate and must not have competed in a prior national Land Judging event.) If the 4-H member does not attend, he/she will be expected to reimburse the state 4-H office for any cost incurred.

Participation in National or Regional 4-H Events/Competitions is contingent upon available funding.

## **Judging Events**

The 4-H program is targeted to elementary and secondary students; however, senior 4-H members attending college are eligible for state and national awards in project areas. Arkansas will abide by the rules regarding collegiate **participation in national judging contests**.

Livestock, dairy, poultry, and horses from the University of Arkansas – Fayetteville /Savoy Farm units may not be used for any training of 4-H judging teams 30 days prior to a State 4-H Judging Contest.

In the event that the State Judging Team in any judging event is comprised of only three (3) members, the specialist in charge has the prerogative to select, in rank order, the next highest scoring individual to complete a four-person team to enter the national event. The 4-H member who chooses to be the fourth person forfeits his/her eligibility to enter the state and national 4-H contests as a member of his/her county judging team in successive years. If the fourth person of a county team did not participate in the state contest due to illness or family emergency, they may participate in the national contest as a member of the state winning team, but they must have been registered to participate in the current year's state contest.

- **First priority for selection** -- 4-H member from state winning county team who missed contest as described above.
- **Second priority for selection** -- high-scoring individual agreeing to forfeit future eligibility.

Extension workers must be authorized by their District Director to make out-of-state trips with state winning individuals and judging teams. These faculty members may serve as coaches or chaperones for the trips.

## **Competing in 4-H National Events**

The National offices of 4-H utilizes the following national policy "Participation in a National 4-H a competitive event may occur only when the following is accomplished:

### **For 4-H:**

Participation in a National 4-H competitive event will require that all youth participating be a "bona fide" current 4-H participant and must qualify for the national event through an approved state competition or selection process conducted or sanctioned by the representative organization.

## **Transportation**

It is the responsibility of the parents or guardians to provide transportation to all 4-H activities and events. County faculty and staff of the Cooperative Extension Service are not responsible for, nor should they arrange, transportation for youth. (Example: Telling a youth they must ride in a certain vehicle.) Faculty and staff may assist parents by providing them with a list of youth participants, so that parents and guardians may form carpools if they desire to do so. Vehicles owned and operated by the Cooperative Extension Service or county 4-H program may be used to transport youth if the driver has a valid Arkansas driver's license and proof of liability insurance photocopied and on file in the county Extension office.

## Dress Code

The dress, grooming, and manners reflect the general climate of any organization; therefore, 4-H'ers are expected to wear appropriate clothing and to present a neat appearance when participating in the program. Moderation in type and style of clothing should be the basic standard. The following clothing items are not permitted in casual and business casual attire:

- Pants, shorts, skirts, and dresses which are not longer than the fingertips of hands held at sides (arm's length); the tip of the waistband must be no lower than the top of the hipbone.
- Clothing with slits and/or cutout areas which are above the fingertips of hands held at sides.
- Any backless dress, top, or cutoff shirts that expose any part of the midriff or back.
- Clothing with revealing necklines and sleeve openings.
- Mesh type or see-through shirts.
- Visible undergarments.
- Clothing with inappropriate or unsuitable graphics or slogans (vulgarities or obscenities and/or drug, tobacco or alcohol advertisements).
- Any clothing item that an Extension faculty member deems inappropriate.

Appropriate clothing for events which specify *casual attire* includes walking length shorts (fingertip length), jeans or pants, and T-shirts or sweatshirts. *Business casual attire* includes dresses, blouses or shirts with slacks or pants including khakis. *Semi-formal and formal attire* includes coat and tie and slacks for males and dressy dress or pantsuit or party dress for females. *Semi-formal and formal attire* should be age appropriate for the youth and should be moderate in type and style.

Youth and adults selected to 4-H events should be notified by Extension personnel of appropriate type dress for the event.

Extension staff and adult volunteers are responsible for enforcing the dress code at all 4-H events. **Event leaders may ask individuals to modify their clothing selection if standards of decency in appearance are not met.**

## ***Civil Rights Compliance Major Civil Rights Legislation***

It is the policy of the University of Arkansas Cooperative Extension Services that personnel having program compliance and supervisory duties will be knowledgeable of major Civil Rights legislation.

### **Title VI, Civil Rights Act of 1964, as amended in 1972**

No person shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of their race, color, religion, sex, or national origin.

<http://www.justice.gov/crt/about/cor/coord/titlevistat.php>

### **Title VII of the Civil Right Act of 1964, as amended in 1972**

Provides equal opportunity for all persons and prohibits discrimination in employment practices because of race, color, national origin, religion, or sex, pregnancy, (including childbirth or related conditions). <https://www.eeoc.gov/statutes/laws-enforced-eeoc>

### **Title IX, Education Amendments of 1972:**

Prohibits discrimination on the basis of gender in federally funded programs or activities, and in every aspect of employment.

<http://www.justice.gov/crt/about/cor/coord/titleixstat.php>

### **Americans with Disabilities Act 1990 (A.D.A.)**

Title 1 of the Act prohibits discrimination in terms, conditions, and privileges of employment against qualified individuals with disabilities

Title II of the Act states no qualified individual with a disability, shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity.

### **Age Discrimination in Employment Act 1967, as amended 1978 (A.D.E.A.)**

Prohibits age discrimination in employment, including benefits, for employees 40 or over.

<https://www.eeoc.gov/statutes/laws-enforced-eeoc>

### **Equal Pay Act of 1963 (E.P.A.)**

Prohibits pay differentials on basis of gender in substantially equal work requiring equal skill, effort and responsibility under similar working conditions.

<https://www.eeoc.gov/statutes/laws-enforced-eeoc>

### **Rehabilitation Act of 1973, Section 504**

Prohibits discrimination against, denying benefits to, or exclusion from participation, including employment, of any qualified individual with a disability by any program receiving federal funds. <https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/section-504-rehabilitation-act-of-1973>

## *Other Rules & Guidelines*

### **4-H and FFA Members to Receive Excused Absences from School Act 245 of 1981**

"An act to provide that school districts which excuse absences of FFA member students who attend officially sanctioned FFA activities shall afford equal treatment to 4-H member students who attend the same or similar officially sanctioned activities; and for other purposes"

**BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:**

**SECTION 1.** The General Assembly hereby finds and declares that both the FFA program and the 4-H program in the State involve an education and learning process that is not otherwise available in the regular curriculum of secondary education in Arkansas; that the principles and practices to such students and that participation in such programs should be encouraged; and that one method of encouraging participation in such programs is to excuse the absences of students from regular classes when such students are participating in officially sanctioned activities of such organizations. Therefore, it is the purpose and intent of the Act to assure that class absences of students who are participating in sanctioned FFA and 4-H activities are excused to such extent as may be determined by the Board of Directors of the respective districts, with the participants in the two programs being treated equally with respect to such absences.

**SECTION 2.** Any school district which excuses absences of FFA member students who attend officially sanctioned FFA activities shall afford equal treatment to 4-H member students who attend the same or similar officially sanctioned activities.

**SECTION 3.** All laws and parts of laws in conflict with this Act are hereby repealed.

State of Arkansas  
73<sup>rd</sup> General Assembly  
Regular Session. 1981.  
Approved 2/27/81 by Governor Frank White.

## **School Credit for Community Service Act 648 of 1993**

### **A Bill For An Act To Be Entitled**

**"AN ACT TO REQUIRE THAT BEGINNING WITH THE 1996-97 SCHOOL YEAR A STUDENT WHO HAS COMPLETED COMMUNITY SERVICE APPROVED BY THE STATE BOARD OF EDUCATION AND THE LOCAL SCHOOL BOARD SHALL BE ELIGIBLE TO RECEIVE ONE ACADEMIC CREDIT THAT MAY BE APPLIED TOWARD GRADUATION; AND FOR OTHER PURPOSES."**

#### **Subtitle**

**"TO REQUIRE BY THE 1996-97 SCHOOL YEAR THE IMPLEMENTATION OF A COMMUNITY SERVICE PROGRAM FOR SECONDARY STUDENTS**

**BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:**

**SECTION 1.** (a) Beginning with the 1996-97 school year, a student who has completed a minimum of seventy five (75) clock hours of documented community service in grades nine (9) through twelve (12), *as certified by the service agency or organization to the school*, shall be eligible to *receive one (1) academic credit that may be applied toward graduation*.

(b) The community service shall be in programs or activities approved by the State Board of Education and the local school board and shall include preparation, action, and reflection components.

(c) A local school board may grant a waiver of this requirement with notice to the State Board of Education.

(d) The State Board of Education is hereby authorized to promulgate rules and regulations necessary for the implementation of this act.

**SECTION 2.** All provisions of this act of a general and permanent nature are amendatory to the Arkansas Code of 1987 Annotated and the Arkansas Code Revision Commission shall incorporate the same in the Code.

**SECTION 3.** If any provision of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to this end the provisions of this act are declared to be severable.

**SECTION 4.** All laws and parts of laws in conflict with this act are hereby repealed.

Approved by Jim Guy Tucker, Governor

**March 24, 1993**

# *Appendices*



# Mission Mandates

The mission of 4-H is to provide meaningful opportunities for youth and adults to work together to create sustainable community change. This is accomplished within three primary content areas, or mission mandates, - citizenship, healthy living, and science. The educational foundation of 4-H lies in these three mission mandates. These mandates reiterate the founding purposes of Extension (e.g., community leadership, quality of life, and technology transfer) in the context of 21st century challenges and opportunities.

Each community and state faces diverse needs in these initiative areas. Each 4-H program brings unique resources and priorities to this work. In the *cooperative* spirit of the Extension Service, collaboration among state 4-H programs on curriculum, training, and evaluation will strengthen each program and enhance the outcomes of each initiative.

## **Citizenship**

Since its inception, 4-H has placed emphasis on the importance of young people being engaged, well-informed citizens. By connecting to their communities and community leaders, youth understand their role in civic affairs and expand their role in decision making processes. It's clear that civic engagement provides the foundation that helps youth understand the "big picture" of life and find purpose and meaning. The core areas of Citizenship are:

- Civic Engagement (voice, advocacy, activism)
- Service (community service, service learning, community youth development)
- Civic Education (government principles, processes and structure; personal roles & responsibilities, history & cultural heritage)
- Leadership (leadership, respect, understanding, character development)

Citizenship is interwoven into learning experiences through opportunities to engage with the community and through building relationships with both youth and adults from diverse backgrounds.

## **Healthy Living**

Healthy food and nutrition has been addressed by the program since its inception in 1902. Having a long history of promoting healthy living among youth and their families, 4-H has become a national leader in health- related education. The 4-H Healthy Living Mission Mandate engages youth and families through access and opportunities to achieve optimal physical, social, and emotional well-being. The core areas of Healthy living are:

- Nutrition
- Fitness
- Social-Emotional Health
- Prevention of Injuries
- Prevention of Tobacco, Alcohol, and other Drug Use

Healthy living is interwoven into learning experiences through opportunities to make decisions that lead to positive well-being for the individual and the community in which they live.



**4-H National Headquarters; 1400 Independence Avenue, S.W.; MS 2225;  
Washington, D.C. 20250**  
[www.national4-hheadquarters.gov](http://www.national4-hheadquarters.gov)



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## **Science**

The need for science, engineering, and technology education is essential for today's young people. 4-H programs prepare youth for the challenges of the 21<sup>st</sup> century by engaging them in a process of discovery and exploration. The core areas of Science are:

- Animal Science & Agriculture
- Applied Mathematics
- Consumer Science Engineering
- Environmental Science & Natural Resources
- Life Science
- Technology

Science is interwoven into learning experiences through inquiry-based opportunities that connect knowledge, skills, and resources to practical application across multiple settings.

These three mission mandates – citizenship, healthy living, and science – all intertwine and can be integrated across project areas and activities. The content development of the mission mandates is closely tied to the research and teaching of the land grant university system, and provides the educational foundation of 4-H.



Name of Group \_\_\_\_\_

EIN Number: \_\_\_\_\_

Type of Group: (4 - H Club, 4 - H Special Interest Group, county 4 - H Leader's Council, etc.)

Purpose of Group \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This is to certify that the above named 4-H Unit is open to all eligible persons regardless of race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital or veteran status, genetic information, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer. This is to certify that the above named 4-H unit is not a single-family group.

Volunteer leader or other person in charge of 4 - H Unit (print name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ County \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Official Approval for 4-H Unit**

On the basis of the above purpose(s),  
 the \_\_\_\_\_

Is authorized to use the 4-H name and emblem in connection with its program and activities  
 and is considered an official 4-H unit of the Cooperative Extension Service.

County Extension Agent - Staff chair \_\_\_\_\_  
 (Print name) \_\_\_\_\_

County Extension Agent - Staff chair \_\_\_\_\_  
 (Signature) \_\_\_\_\_

Date \_\_\_\_\_ Enter \_\_\_\_\_  
 County \_\_\_\_\_

# Annual 4-H Club Reporting

## **All 4-H Clubs Must Submit:**

- Request for Official Approval of a 4-H Club (every year)
- Club Charter Form (submit only once – keep on file)
- Updated 4-H Club Bylaws (submit once, update as necessary)



## **4-H Clubs with *No* Private Bank Account**

- For active clubs without a private bank account **AND** no individual inventory or equipment items valued at \$500 or more **AND** no firearms, the staff chair can list the clubs/groups on the *Certification –No Group Bank Account and No Inventory-Equipment* form sign and date it, and submit it along with the other end-of-year reports.
- Clubs without a private bank account **but with** inventory or equipment valued at \$500 or more OR any firearms, the following reports are required:
  - 1) Statement of Financial Position
  - 2) Annual Group Property-Inventory Report

## **4-H Clubs *with* a Private Bank Account**

- Statement of Income and Expenses
- Statement of Financial Position
- Annual Group/Property Inventory Report (if no inventory valued at \$500 or more and no firearms, write "no inventory" on the report, sign, and date)
- Peer Review of Group Financial Records: Cover Sheet
- Peer Review of Group Financial Records: Report
- Copy of last bank statement for the period ending Dec. 31(reconciled)

## **Responsibilities**

- Staff Chair will review and submit forms to the business office (Tammy Green or Sherry Sanchez) by March 31 of each year.
- Club Leaders with assistance from club treasurer and president gather yearly records for submission to the county office according to county timelines.

### Information for Extension Clubs and Groups



Directions:

- Form will be completed electronically, using this form in the pdf format.
- Once completed, form will be e-mailed to county Extension Office as an e-mail attachment.
- In addition to charter form all other required attachments will need to be scanned for submission with charter form.

**CLUB/GROUP INFORMATION**

Club Name \_\_\_\_\_ Type of Club: \_\_\_\_\_

Primary Club Contact: \_\_\_\_\_

Club Address Line 1: \_\_\_\_\_

Club Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Affiliation:  
\_\_\_\_\_

**CLUB/GROUP MEETING INFORMATION**

Meeting Day (Ex: 2nd Tuesday): \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Meeting Time: .....

Is this club in a racial mixed community: (i.e. all ethnicities live in the area served by the club)?: YES .... NO

Is this club integrated as to the racial and ethnicity of the membership?: YES .... NO

**CLUB/GROUP OFFICERS** (*list all officers for current year if applicable*)

President : \_\_\_\_\_

1st Vice-President : \_\_\_\_\_

2nd Vice-President : \_\_\_\_\_

3rd Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Reporter/Public Information: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Club Leader 1 (Adult): \_\_\_\_\_

Club Leader 2 (Adult ): \_\_\_\_\_

**CLUB/GROUP FINANCIAL INFORMATION**

Does this club/group have a bank account(s) outside of the county depository account?

YES

NO

If YES, complete the following table:

Name of Financial Institution	City, State	Phone Number	Type	Account Number

**CLUB/GROUP GENERAL INFORMATION** (answer each question by checking the appropriate box)

4-H Club: Does this club have six or more members from at least two different families?

YES

NO

4-H Club: Is every 4-H member enrolled into at least one project?

YES

NO



## Sample 4-H Club Bylaws

### 4-H Club

#### ARTICLE I: Name and Objectives

Section 1. The name of this organization shall be the ----- 4-H Club.

Section 2. This shall be a nonprofit organization for the purpose of promoting education through 4-H club work.

Section 3. The objectives of this organization shall be

- i. to provide learning situations for the development of leadership, responsibility and effective citizenship.
- ii. to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
- iii. to provide information and training in other 4-H activities as members' interests dictate.
- iv. to help each member experience personal growth and achievement, as well as be of service to others.

#### ARTICLE II: Membership

Section 1. Membership in this organization shall be open to all youth who have reached 5 years of age. Members may participate until December 31 of the year they celebrate their 19<sup>th</sup> birthday and who reside in County regardless of socioeconomic level, race, color, sex, national origin or disability.

Section 2. New members must be enrolled annually through Arkansas 4honoline and be approved as an active member. All members must re-enroll annually.

Section 3. All members should conduct at least one project, and then complete and turn in a project record form or appropriate paperwork.

#### ARTICLE III: Officers and Elections

Section 1. The officers of the club shall be a president, first vice-president, second vice-president, third vice-president, secretary, treasurer, reporter, parliamentarian, and song leader.

Section 2. Officers shall be elected annually. Officers shall serve for a term of one year beginning whenever installation is held (September or October). Any person appointed to fill an unexpired term may be eligible for the same office the following year. The outgoing president shall automatically be the club parliamentarian.

Section 3. The officers of the club shall constitute an executive committee.

Section 4. Any office position that becomes vacant shall be filled by someone appointed by the executive committee.

Section 5. The president, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

#### ARTICLE IV: Duties of Officers

Section 1. Duties of the president shall be

- (a) to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
- (b) to appoint standing and special committees.
- (c) to serve as an ex-officio member of each committee, except the nominating committee.
- (d) to serve as delegate of the club to the County 4-H Council.

- Section 2. Duties of the first vice-president shall be
  - (a) to assist the president.
  - (b) to perform the duties of the president in the absence of that officer.
  - (c) to serve as chairman of the program committee.
  - (d) to help plan all club educational programs one year in advance.
- Section 3. Duties of the second vice-president shall be
  - (a) to assist the president.
  - (b) to perform the duties of the president in the absence of the president and first vice-president.
  - (c) to serve as chairman of the recreation/social committee.
  - (d) to help plan recreation and refreshments for each club meeting and plan special social events of the club.
- Section 4. Duties of the third vice-president shall be
  - (a) to assist the president.
  - (b) to perform the duties of the president in the absence of that officer, the first vice-president and the second vice-president.
  - (c) to serve as chairman of the membership committee.
  - (d) to help enroll members into the club and be in charge of promotion and recruitment of new members.
- Section 5. Duties of the secretary shall be
  - (a) to keep a full and correct record of all proceedings of the club.
  - (b) to have charge of club correspondence.
  - (c) to keep the roll and read the minutes at each meeting.
- Section 6. Duties of the treasurer shall be
  - (a) to help prepare a budget for approval by the club.
  - (b) to receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditures not included in the budget must be approved by the executive committee.
  - (c) to keep an accurate record of the receipt and expenditures of all funds.
  - (d) to present a financial statement when requested to do so.
  - (e) to serve as chairman of the finance committee.
- Section 7. Duties of the reporter shall be
  - (a) to report activities of the club to local news media.
  - (b) to report activities to the county Extension agent and/or in the county 4-H newsletter.
- Section 8. Duties of the parliamentarian shall be
  - (a) to provide advice to the presiding officer on parliamentary procedure.
  - (b) to instruct members in correct parliamentary procedure.

## **ARTICLE V: Leaders and Duties**

- Section 1. Adult leaders of the club shall be
  - (a) the club leader and the assistant club leader recruited by a special committee, or nominated by the nominating committee during April or May of each year. Subject to the approval of the county Extension agent and the 4-H & Youth Development Committee.
  - (b) leaders in specific project or activity areas such as judging, clothing, swine, poultry, demonstrations, records, etc., who shall be appointed by the club leaders and the executive committee.
  - (c) committee advisors or leaders who shall be appointed by the executive committee and club leaders.
- Section 2. Duties of the club leaders shall be
  - (a) to be responsible for the overall year's program of the club.
  - (b) to work as close advisors and leaders along with the executive committee, other committees and adult and junior leaders to see that the club's program and activities are well-planned and executed.
  - (c) to work closely with county Extension agents and other adult volunteers to coordinate local and county activities.
  - (d) to keep the best interests of each member foremost in the plans of the club.
- Section 3. Duties of the project and activity leaders shall be
  - (a) to be responsible for planning and directing activities and programs in their specific area. (b) to work closely with club leaders to coordinate their projects with other club activities. (c) to use junior leaders to assist them in their areas.

Section 4. Duties of the committee advisors or leaders shall be

- (a) to provide leadership and guidance to individual committees.
- (b) to help committee members assume as much responsibility as they are capable of and to have successful experiences in carrying out responsibilities.

Section 5. Junior Leaders of the club shall be members who are 10 years of age or older who have been members for at least one year. Their duties shall include

- (a) assisting adult leaders in all phases of the 4-H program.
- (b) providing leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise.
- (c) helping individual club members.

Section 6. Teen Leaders of the club shall be members who are at least 13 years of age with 1 year of project experience. Their duties shall include.

- (a) lead a club or a project group with an adult present.
- (b) providing leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise.
- (c) helping individual club members.

#### ARTICLE VI: Committees and Duties

Section 1. The standing committees of the organization shall be finance, membership, program, social and community service. These committees shall be appointed by the executive committee, club leader and assistant club leader at the beginning of the year for a one-year term.

Section 2. Duties of the standing committees shall be

- (a) Finance -the finance committee shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects during the year.
- (b) Membership -The membership committee shall encourage every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee will also be responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings, and providing new members with 4-H club information.
- (c) Program -The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the year's programs at the beginning of the club year and being responsible for each program during the year.
- (d) Social -The social committee shall be responsible for providing recreation at each club meeting, for all special social activities during the year, and for appointing families to provide refreshments and be hosts and hostesses for each regular meeting.
- (e) Community Service -The community service committee shall be responsible for planning community service activities to involve all members of the club. Those activities should help the members develop personally as well as benefitting the community and county.

Section 3. The nominating committee shall be appointed by the president at least 30 days before the election of officers. It shall consist of three to seven members and one to two advisors. This committee shall secure the consent of each nominee before placing his or her name on the proposed slate of officers.

Section 4. Other committees may be named as the need arises.

#### ARTICLES VII: Meetings

Section 1. Regular meetings of this organization shall be held on the \_\_\_\_\_ of each month.

Section 2. Special meetings may be called by the president.

#### ARTICLE VIII: Procedure

Section 1. Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.

Section 2. The order of business for regular meetings is:

- Call to order
- Inspirational
- Roll call

- Reception of new members and recognition of guests
- Reading and approval of minutes
- Reports - officers, committees, project groups, special activities, leaders
- Unfinished business
- New business
- Program
- Adjournment
- Recreation

This order of business may be altered for the convenience of a speaker giving the program.

#### **ARTICLE IX: Club Dissolution**

Upon the dissolution of the club, all real property, including money, equipment and land, shall become the property of the County 4-H Program for care and disposition. The last official duty of the club's leader shall be to effect the transfer of club property and to turn over club records to the county Extension agent.

#### **ARTICLE X: Amendments**

Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy.

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Club President

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Club Secretary

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Date Adopted

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Organizational Leader

## **University of Arkansas Cooperative Extension Service Youth Protection Policy**

***Establishes policy and procedures regarding child maltreatment prevention, recognition and reporting.***

### **Purpose**

The University of Arkansas Systems Division of Agriculture Cooperative Extension Service is committed to maintain a safe and secure environment for children and youth. This policy summarizes the important steps to protect minors participating in Extension programs, as well as safeguarding employees and volunteers.

Arkansas Code §12-18-103(6) defines child maltreatment as “abuse, sexual abuse, neglect, sexual exploitation, or abandonment.” Legally, “child” means any person under 18 years of age. “Abuse” means any physical injury, mental injury, or sexual mistreatment inflicted on a child other than by accidental means or an injury which is at variance with the history given. Child abuse includes non-accidental physical injury, neglect, sexual molestation, and emotional abuse. “Neglect” means failure to provide, by those legally responsible for the care and maintenance of the child, the proper or necessary support; education, as required by law; or medical, surgical, or any other care necessary for his/her well-being; or any maltreatment of the child.

Arkansas Code § 12-18-402(a) requires school officials, broadly interpreted as including those in institutions of higher education, to report instances of suspected child maltreatment. The Arkansas Department of Human Services indicates that “school officials” required to report maltreatment include “any person authorized by a school to exercise administrative or supervisory authority over employees, students or agents of the school,” and also includes “a volunteer exercising administrative or supervisory authority in a program conducted by a school.”

The Division of Agriculture has determined that employees and volunteers that work with children in the 4-H program are “school officials” and therefore, are mandated reporters under Arkansas law and are required to report instances of suspected child maltreatment.

## **Reporting Suspected Child Maltreatment**

If any Extension employee or volunteer reasonably suspects or observes child maltreatment, he or she should immediately do the following, (and must immediately do the following if a mandated reporter):

1. Report the suspected maltreatment to the Arkansas Child Abuse Hotline at 1-800- 482-5964. The hotline is toll-free and is staffed 24 hours per day. If it is an emergency, you are advised to call local law enforcement. In a nonemergency situation, a report form available at [https://ar.mandatedreporter.org/public/pdf/en/suspected\\_child\\_abuse\\_report.pdf](https://ar.mandatedreporter.org/public/pdf/en/suspected_child_abuse_report.pdf) may be faxed 501-618-8952.
2. Immediately after the Hotline report is made, report the suspected maltreatment to local law enforcement, the University of Arkansas Campus Police at 476-575-2222, or the University of Arkansas at Little Rock Campus Police at 501-569-3400, as appropriate for the program, location or employee involved in the allegations.
3. Finally, report the suspected maltreatment to the Senior Associate Vice President - Extension and the Associate Vice President – 4-H Youth Development immediately.

## **Recruitment and Training**

- A. As part of the hiring process, the Division requires new employees who will be involved to any degree in Extension youth programs to undergo certain background checks. In addition, employees newly hired shall complete the E.H.I.R.E.-164 form, Authorization for Release of Confidential Information, to authorize the Cooperative Extension Service to contact the Arkansas Department of Human Services to determine if an employee is listed as an offender on the Arkansas Child Maltreatment Central Registry.
- B. All employees designated as child mandated reporters will receive training and are required to take a web-based training course; <http://ar.mandatedreporter.org>. Such training will provide the employee with information about identifying and recognizing signs of possible child maltreatment and the procedures for reporting. After completion of the training, each employee will be tested and receive by e-mail a “Certificate of Completion”. They will need to print the “Certificate of Completion” and send it in to Human Resources to be placed in their Personnel files.

## **Recruitment and Training of Program Volunteers**

- A. All 4-H volunteers working directly with youth in Extension programs must be enrolled in Arkansas 4-H Enrollment and Event Registration System.
- B. Background checks on all prospective program volunteers will be conducted to properly evaluate the individual's suitability to perform in a leadership capacity. Requests for record checks will be submitted through Arkansas. Also, prospective volunteers shall complete the E.H.I.R.E. – 164 Form, Authorization for Release of Confidential Information and submit a notarized copy to the responsible Extension agent. This authorization is to allow the Cooperative Extension Service to contact the Arkansas Department of Human Services to determine if the potential volunteer leader is listed as an offender on the Arkansas Child Maltreatment Central Registry. Youth volunteer leaders in programs such as childcare and camping are included in this screening process.
- C. All volunteers who work directly with youth will be provided with orientation training including written materials explaining Extension policies and procedures relating to child abuse. Volunteers working directly with youth are designated as child mandated reporters under this Division policy, as well as state law. As such, volunteers will receive training and are strongly encouraged to take a web-based training course available at <http://ar.mandatedreporter.org>. Such training will provide the volunteer with information about identifying and recognizing signs of possible child maltreatment and the procedures for reporting.

## **Relationships with Youth**

- A. Faculty, staff, and volunteers are to avoid being alone with a single youth, including sharing sleeping quarters with non-related youth.
- B. Extension faculty, staff, and volunteers are encouraged not to socialize with program participants under the age of 18 outside of Extension program activities.
- C. Extension faculty, staff, and volunteers will not, under any circumstances, discipline program participants by use of physical punishment or by failing to provide the necessities of care, such as food or shelter.
- D. Faculty, staff, and volunteers should be alert to the physical and emotional state of all program participants. They should be alert for indicators of child maltreatment and report suspected abuse according to prescribed procedures.

## **Questions and Answers about Child Abuse (For Extension Employees and Volunteers)**

### **1. What is child abuse and neglect?**

Arkansas Act 397 of 1975 defines who is considered a child and what is considered to be abuse and neglect:

(a) "Child" means any person under eighteen (18) years of age:

(b) "Abuse" means any physical injury mental injury, or sexual mistreatment inflicted on a child other than by accidental means, or an injury which is at variance with the history of it;

(c) "Neglect" means a failure to provide, by those legally responsible for the care and maintenance of the child, the proper or necessary support; education, as required by law; or medical, surgical, or any other care necessary for his/her well-being; or any maltreatment of the child.

### **2. Am I required to report known or suspected instances of child neglect or abuse?**

If you have been designated as a mandated reporter under Division policy, you are required to report if you: (1) have reasonable cause to suspect that a child has been subjected to child maltreatment or has died as a result of child maltreatment or (2) observe a child being subjected to conditions or circumstances that would reasonably result in child maltreatment.

### **3. If I report, am I liable?**

Arkansas law prohibits any person from prohibiting or requiring prior permission for a mandated reporter to make a report of suspected maltreatment. A person, acting in good faith, who makes a report of suspected maltreatment, is immune to suit and to civil or criminal liability for making the report. Likewise, University of Arkansas policy prohibits retaliation against any person who makes a good-faith report of child maltreatment.

### **4. To whom do I report?**

- a) Report the suspected maltreatment to the Arkansas Child Abuse Hotline at 1-800- 482-5964. The hotline is toll-free and is staffed 24 hours per day. If it is an emergency, you are advised to call local law enforcement. In a nonemergency situation, a report form available at [http://www.arkansas.gov/reportARchildabuse/report\\_child\\_abuse.html](http://www.arkansas.gov/reportARchildabuse/report_child_abuse.html) maybe faxed to 1-501-618-8952.
- b) Immediately after the Hotline report is made, report the suspected maltreatment to local law enforcement, the University of Arkansas Campus Police at 476-575- 2222, or the University of Arkansas at Little Rock Campus Police at 501-569-3400, as appropriate for the program, location or employee involved in the allegations.
- c) Finally, report the suspected maltreatment to the Associate Vice President- Extension and the Associate Director – 4-H Youth Development.

5. What do I do if an abuse situation occurs at an Extension activity?

- a. Stay calm.
- b. Handle the matter as discreetly as possible.
- c. Remove the child from danger.
- d. Obtain any needed medical treatment.
- e. Follow reporting procedures, which include notifying Associate Vice President - 4-H Youth Development either directly or through channels.

6. How do I handle questions from the media?

Refer all questions to the Associate Vice President - 4-H Youth Development who is designated as the official state contact and spokesperson on all child maltreatment matters related to the Arkansas Cooperative Extension Service.

7. How will parents be notified?

A decision will be made by the responsible Extension staff member regarding how a child's parent(s) or legal guardian will be notified of a report of maltreatment. When possible, informing will be done by the responsible administrators.

8. How can I protect myself from unfounded allegations of child abuse?

You are encouraged to avoid, where possible, being alone with a single youth. You are encouraged not to socialize with Extension program participants under the age of 18 outside of Extension program activities.

You are forbidden, under any circumstances, to discipline Extension program participants by the use of physical punishment or by failing to provide the necessities of care such as food or shelter. You should respect the privacy of youth participants in situations such as changing into swimming suits or taking showers and intrude only to the extent that health and safety requires.

Encourage parental participation in youth activities when practical.

## **Arkansas 4-H Volunteer Agreement and Expectations**

### **Volunteers and Volunteer Groups**

Volunteers are persons who choose freely to do or offer to do something with no compensation. Volunteers are essential to the programs of the University of Arkansas System Division of Agriculture Cooperative Extension Service. Volunteers help extend the programs to audience members that could not be reached with only Cooperative Extension Service employees. When a person chooses to become a volunteer with the Cooperative Extension Service, that person will have the opportunity for a very rewarding experience. The Cooperative Extension Service and its employees recognize that volunteers have a more rewarding experience when expectations are defined. Expectations and responsibilities should be outlined and communicated to the volunteer at the beginning of their service.

#### **Volunteer and Cooperative Extension Service Agreement and Expectations**

##### **Volunteer agrees to:**

- Enroll as a volunteer for a defined time period.
- Actively seek volunteers from a variety of racial, gender, ethnic, religious, and socio-economic groups in your community.
- Recruit and involve other volunteers in programming efforts.
- Provide a positive educational environment which will enable other volunteers and program participants to grow, learn, and develop friendships through Extension programs.
- Be supportive of all Extension programs.
- Participate in volunteer meetings and/or volunteer training sessions.
- Inform County Extension Agent of needs and changes necessary for the continued growth of the program.
- Maintain sound working relationships with County Extension Agent and fellow volunteers.
- Review and agree to abide by the Guidelines for County Financial Operations for 4-H (DIST-03).
- Abide by the UA System Cooperative Extension Service Volunteer Code of Conduct.

##### **U of A Division of Agriculture Cooperative Extension Service agrees to:**

- Actively seek volunteers from a variety of racial, gender, ethnic, religious, and socio-economic groups.
- Educate volunteers to the program's mission, purpose, and goals.
- Set educational tone and direction for Extension programs.
- Provide instructional materials and resources to be used for educational programs.
- Provide educational programs and materials to develop an individual's understanding and management of volunteer assignments.
- Provide role descriptions for county volunteer leadership roles and committees.
- Provide assistance, support, and encouragement to all volunteers.
- Give recognition for time and energy devoted by volunteers at all levels of the program.

- Inform volunteers of events and activities via Extension newsletters and general correspondence.
- Maintain sound working relationships with volunteers involved in the program.

Volunteerism is crucial to many Cooperative Extension Service programs. While volunteerism is crucial, volunteerism is a privilege and not a right. Volunteers are expected to be positive role models for the youth and adults they contact. Volunteers serve at the pleasure of the Cooperative Extension Service. Volunteers may be dismissed from serving in any program at any time.

### **Volunteer Expectations**

- 1 Work cooperatively with youth, adults, families, volunteers, Cooperative Extension Service faculty and staff, and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.
- 2 Represent the Cooperative Extension Service and its programs with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- 3 Respect, adhere to, and enforce the rules, policies, and guidelines established by the Cooperative Extension Service including all state laws related to child abuse and substance abuse.
- 4 Refrain from and do not tolerate verbal or physical abuse.
- 5 Avoid any criminal activities.
- 6 Comply with equal opportunity and anti-discrimination laws.
- 7 Under no circumstances, allow or consume alcohol or be under the influence of alcohol when youth are present at an Extension program or activity. Under no circumstances, possess, use, or be under the influence of illegal drugs at any Extension program, event or activity.
- 8 The use of tobacco products in the presence of 4-H members and/or during 4-H events and activities is strongly discouraged.
- 9 Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with participants in Cooperative Extension programs, events or activities.
- 10 Accept responsibility to promote, conduct, and support Cooperative Extension programs in order to develop an effective county, district, state, and national program.

It is important that all volunteers comply with the Code of Conduct. Failure to comply with any component of this code or participation in other inappropriate conduct as determined by the UA Division of Agriculture Cooperative Extension Service may lead to dismissal as a Volunteer.

By my signature below, I acknowledge that I have reviewed and understand this agreement and am willing to serve as a Volunteer. I acknowledge that I have reviewed and agree to comply with the UA System Division of Agriculture Cooperative Extension Service Volunteer Code of Conduct. I understand that my service as a Volunteer is a privilege. I also understand that my term is for one year and that my term may be renewed if the Extension Agent agrees.

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UA Division of Agriculture Cooperative Extension Service Volunteer

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UA Division of Agriculture Cooperative Extension Service Designee

I hereby request that the Arkansas Child Maltreatment Central Registry release any information their files may contain including the undersigned individual as an alleged perpetrator of suspected child abuse/neglect. This information should be addressed to: **Human Resources, Arkansas Cooperative Extension Service, 2301 S. University Ave., Little Rock, AR 72204**. I understand that the name of any confidential informants, or other information which does not pertain to the individual as alleged perpetrator, will not be released.

Please scan and send completed and notarized forms to [centralregistry@uada.edu](mailto:centralregistry@uada.edu) or mail to the address above.

**PLEASE TYPE OR PRINT**

Last Name ..... First Name ..... Middle Name .....

Maiden Name, Aliases, and any other name(s) you have used .....

Date of Birth ..... Race .....  Female  Male

SSN# ..... County of Residence: .....

Please select whether you are a volunteer or a UA Division of Agriculture employee. List the appropriate county or work location.

4-H Volunteer in ..... County OR  UADA Employee Work location .....

**Addresses for last 10 years (include Zip code)** **From** **To Present**

1. ..... ..... .....  
 2. ..... ..... .....  
 3. ..... ..... .....  
 4. ..... ..... .....  
 5. ..... ..... .....

**Names and Birth Dates (DOB) of Children**

Last Name ..... First Name ..... DOB .....  
 Last Name ..... First Name ..... DOB .....

**Signature** .....

County Of ..... State of Arkansas

Acknowledged before me this ..... Day of ..... 20 .....

Notary Public .....

My Commission Expires .....



**Arkansas 4-H Code of Conduct**

MEMBER DISCIPLINE POLICY FOR COUNTY, DISTRICT, STATE, and NATIONAL EVENTS

Name \_\_\_\_\_ County \_\_\_\_\_

In seeking uniformity in the conduct expected at each county, district, regional, state, and national events, the following guidelines have been developed to become effective on June 1, 2019.

- I Event Coordinators or designees are encouraged to discuss all rules and regulations governing an event or activity, including the Code of Conduct, with leaders and 4-H members prior to, or at the beginning of, each event or activity.
- II All 4-H members are expected to be responsive to the reasonable requests of the adults in charge.
- III Extension personnel may take immediate action to remove a 4-H member from an activity or event and other action as needed, where there is an emergency situation, significant risk of continuing misconduct, or the gross misconduct warrants immediate removal of the 4-H member. "Immediate action" may include the assistance of law enforcement if necessary.

When the 4-H member is sent home or removed, parents or legal guardians will be notified immediately. Sending the 4-H member home or removal from the event will be at the parent or legal guardian's expense and without refund. Immediate removal from the activity or event will be considered temporary discipline. Further disciplinary action will be determined by a Review Board or an annually appointed Administrative Review Committee.

**Major Offenses**

- IV The following acts of misconduct are considered major offenses that may result in immediate removal from an activity or event pursuant to Section III above.
  - Possession or use of illegal drugs or alcoholic beverages.
  - Theft, misuse or abuse or destruction of public or personal property.
  - Sexual misconduct.
  - Possession of unauthorized weapons or fireworks.
  - Unauthorized absence from the premises of the event.
  - Assault or threatening a person with a weapon or bodily harm.
  - Smoking or using tobacco products.
  - Possession or use of e-cigarettes, hookah pens, smokeless water vapor devices, etc
  - Bullying – Unwanted, aggressive behavior that involves a real or perceived power imbalance. Includes such actions as making threats, spreading rumors, attacking someone physically, verbally, or electronic means and excluding someone from a group on purpose.
  - Violating the International Association of Fairs and Expositions National Code of Show Ring Ethics
- V When a 4-H member is found to have committed a major offense, he or she could be suspended from participation in county, district, state, regional, and national 4-H activities for a period up to 12 months or greater. The disciplinary action will be determined and issued by a Review Board or the annually appointed Administrative Review Committee.

**Minor Offenses**

- VI The following acts of misconduct are considered minor offenses that may require the 4-H member to appear before a Review Board.
  - Breaking curfew hours or disturbing others. "Curfew" means in own room and not disturbing others. Males and females may not be in the same sleeping room at any time except in rooms reserved for families.
  - Unexcused absence from the activities of the event.
  - Unauthorized use of vehicle during the event.
  - Use of foul, offensive, or abusive language.
  - Reckless behavior.
  - Visitation by non-registered persons.

VII When a 4-H member is found to have committed a minor offense, disciplinary action may range from verbal reprimands to suspension from participating in county, district, state, regional, and national, 4-H activities for up to six (6) months or greater. The disciplinary action may be issued by the Event Coordinator, a Review Board or the annually appointed Administrative Review Committee. If the Event Coordinator issues the disciplinary action, the 4-H member may request review of the disciplinary action by a Review Board by making a written request to the County Staff Chair within thirty (30) days from the date of the disciplinary action. Upon notification, the County Staff Chair must notify the Event Coordinator within 5 days of the notification that a review board needs to be convened when all members can be present at a central location.

VIII Parental/Guardian Responsibility: Parents/Guardians should discuss and review the Code of Conduct with their child. They understand that failure to abide by this Code of Conduct may result in the consequences listed above which include no refund. In the event that this code is violated, agree to come to the 4-H program/event to pick up child at the request of the adult in charge of the 4-H program/event. They further understand that if they refuse to pick up the child, are unavailable, or if they fail to make timely arrangement to retrieve the child, the 4-H program event staff may contact law enforcement or social services to provide necessary protection for a child in need of services. They acknowledge responsibility for all fees/charges that may result from said services.

IX Realizing these guidelines are not "all inclusive" the University of Arkansas Cooperative Extension Service reserves the right to make adjustments to these policies.

X NOTIFICATION PROCEDURES: When a 4-H member commits an offense that results in the 4-H member being sent home or being removed from the event/activity, the person in charge of the event will notify the appropriate County Agent, District Director and Associate Director – 4-H Youth Development. The Associate Director – 4-H Youth Development will then notify the Associate Vice President of Extension when appropriate.

XI REVIEW BOARD: The person in charge of the event or delegation will appoint the board at the beginning of the event and will serve as chair. County staff chairs should annually appoint a review board to handle acts of misconduct at the club and county level. The Review Board will consist of one Extension employee, a minimum of one / maximum of two adult volunteers, and three youth 4-H members. The review board may be convened by the person in charge of the event or delegation, or at the request of an Extension faculty or staff member. A county staff member will chair all county level review boards. The Review Board will make a decision and issue discipline, if any. The Review Board will then notify the Associate Director – 4-H Youth Development who will affirm or reverse the decision of the Review Board.

XII APPEAL PROCEDURES: Appeals of a decision of the Associate Director – 4 H Youth Development will be directed to the Associate Vice-President of Extension whose decision will be final. The written appeal must be filed within thirty (30) days from the decision of the Associate Director – 4-H Youth Development. The Associate Vice-President will issue a final decision within ten (10) days of receiving the appeal.

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**Signatures (Both signatures are required for participants under 18 years old)**

I have read and understand the above "Code of Conduct" and will abide by the expectations described in the Code of Conduct. I understand that if I act inappropriately I will have to accept responsibility for my actions that may result in the consequences listed above.

4-H Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent /Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

University of Arkansas, United States Department of Agriculture and County Governments Cooperating. The Arkansas Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital or veteran status, genetic information, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.



## Código de conducta de 4-H de Arkansas

### POLÍTICA DE DISCIPLINA DE MIEMBROS DEL CONDADO, DISTRITO, ESTADO y EVENTOS NACIONALES

Nombre \_\_\_\_\_ Condado \_\_\_\_\_

En la búsqueda de la uniformidad de la conducta esperada por cada condado, distrito, región, estado y eventos nacionales, se han desarrollado las siguientes pautas que entrarán en vigor desde el 1 de junio de 2019.

- I Se les alienta a los coordinadores de eventos o a las personas designadas a discutir todas las reglas y regulaciones que rigen un evento o actividad, incluyendo el Código de Conducta, con los líderes y los miembros del 4-H antes o al comienzo de cada evento o actividad.
- II Se espera que todos los miembros del programa 4-H respondan a las peticiones razonables de los adultos a cargo.
- III El personal de extensión puede tomar medidas inmediatas para retirar a un miembro del programa 4-H de una actividad o evento y otras medidas según sea necesario, cuando exista una situación de emergencia, un riesgo significativo de que la mala conducta continúe o cuando la mala conducta grave justifique la remoción inmediata del miembro del programa 4-H. La "acción inmediata" puede incluir la asistencia de los cuerpos de seguridad, de ser necesario.

Cuando el miembro del 4-H es enviado a su residencia o es removido, los padres o tutores legales serán notificados inmediatamente. El envío del miembro del 4-H a su residencia o su remoción del evento será a expensas de los padres o tutores legales y sin reembolso. La remoción inmediata de la actividad o del evento será considerada como una disciplina temporal. Una Junta de Revisión o un Comité Administrativo de Revisión designado anualmente determinará las medidas disciplinarias adicionales.

#### Ofensas mayores

- IV Los siguientes actos de mala conducta se consideran delitos graves que pueden dar lugar a la remoción inmediata de una actividad o evento de conformidad con la sección III que antecede.

- Posesión o uso de drogas ilícitas o bebidas alcohólicas.
- Robo, uso ilícito, abuso o destrucción de propiedad pública o personal.
- Conducta sexual inadecuada.
- Posesión de armas o fuegos artificiales no autorizados.
- Ausencia no autorizada de las instalaciones del evento.
- Agresión o amenaza a una persona con un arma o daño corporal.
- Fumar o usar productos de tabaco.
- Posesión o uso de cigarrillos electrónicos, plumas de narguile, dispositivos de vapor de agua sin humo, etc.
- Intimidación - Comportamiento agresivo no deseado que implica un desequilibrio de poder real o percibido. Incluye acciones tales como hacer amenazas, difundir rumores, atacar a alguien física, verbal o electrónicamente y excluir a alguien de un grupo a propósito.
- Violación del Código de Ética Nacional de la Asociación Internacional de Ferias y Exposiciones

- V Cuando se descubre que un miembro del programa 4-H ha cometido un delito grave, se puede suspender su participación en actividades del programa 4-H a nivel de condado, distrito, estado, región y nacional por un período de hasta 12 meses o más. La acción disciplinaria será determinada y emitida por una Junta de Revisión o el Comité Administrativo de Revisión designado anualmente.

#### Ofensas menores

- VI Los siguientes actos de mala conducta se consideran delitos menores que pueden requerir que el miembro del 4-H comparezca ante una Junta de Revisión.

- Romper el toque de queda o molestar a los demás. "Toque de queda" significa estar en su propia habitación y no molestar a los demás. Los hombres y las mujeres no pueden estar dentro del mismo dormitorio en ningún momento excepto en las habitaciones reservadas para las familias.
- Ausencia injustificada de las actividades del evento.
- Uso no autorizado del vehículo durante el evento.
- Uso de lenguaje soez, ofensivo o abusivo.
- Comportamiento imprudente.
- Visitas de personas no registradas.

VII Cuando se descubre que un miembro del programa 4-H ha cometido una ofensa menor, las medidas disciplinarias pueden ir desde reprimendas verbales hasta la suspensión de la participación en actividades del programa 4-H a nivel de condado, distrito, estado, región y nacional por un período de hasta seis (6) meses o más. La acción disciplinaria puede ser emitida por el Coordinador de Eventos, una Junta de Revisión o el Comité Administrativo de Revisión nombrado anualmente. Si el Coordinador de Eventos emite la acción disciplinaria, el miembro del programa 4-H puede solicitar la revisión de la acción disciplinaria por parte de una Junta de Revisión haciendo una solicitud por escrito al presidente del personal del Condado dentro de los treinta (30) días a partir de la fecha de la acción disciplinaria. Al recibir la notificación, el presidente del personal del Condado debe notificar al Coordinador de Eventos dentro de cinco días posteriores que es necesario convocar una junta de revisión cuando todos los miembros puedan estar presentes en una ubicación central.

VIII Responsabilidad de los padres o tutores: Los padres/tutores deben discutir y revisar el Código de Conducta con su hijo. Comprenden que el incumplimiento de este Código de Conducta puede tener como resultado las consecuencias mencionadas anteriormente, que incluyen la no devolución del dinero. En caso de que este código sea violado, acuerdan venir al programa/evento del 4-H a recoger a su hijo a petición del adulto a cargo del programa/evento del 4-H. Además, entienden que, si se rehúsan a recoger a su hijo, no están disponibles o no hacen los arreglos oportunos para recoger a su hijo, el personal del evento del programa 4-H puede comunicarse con las autoridades o con los servicios sociales para brindar la protección necesaria al joven que necesite de los servicios. Los padres/tutores reconocen la responsabilidad de todos los honorarios/cargos que puedan resultar de dichos servicios.

IX Al darse cuenta de que estas pautas no son "todo incluido", el Servicio de Extensión Cooperativa de la Universidad de Arkansas se reserva el derecho de hacer ajustes a estas políticas.

X PROCEDIMIENTOS DE NOTIFICACIÓN: Cuando un miembro de 4-H comete una ofensa que resulta en que el miembro de 4-H sea enviado a su residencia o su remoción del evento/actividad, la persona a cargo del evento notificará al Agente del Condado, Director de Distrito y Director Asociado apropiado - Desarrollo Juvenil 4-H. El Director Asociado - Desarrollo Juvenil 4-H notificará entonces al Vicepresidente Asociado de Extensión cuando sea apropiado.

XI JUNTA DE REVISIÓN: La persona a cargo del evento o delegación nombrará la junta al comienzo del evento y servirá como presidente. Los presidentes del personal del condado deben nombrar anualmente una junta de revisión para manejar los actos de mala conducta a nivel del club y del condado. La Junta de Revisión consistirá en un empleado de Extensión, un mínimo de uno/máximo de dos voluntarios adultos, y tres miembros jóvenes del 4-H. La junta de revisión puede ser convocada por la persona a cargo del evento o delegación, o a petición de un profesor o miembro del personal de Extensión. Un miembro del personal del condado presidirá todas las juntas de revisión a nivel de condado. La Junta de Revisión tomará una decisión y emitirá una sanción disciplinaria, si la hubiera. La Junta de Revisión notificará entonces al Director Asociado de Desarrollo Juvenil del 4-H, quien confirmará o revocará la decisión de la Junta de Revisión.

XII PROCEDIMIENTOS DE APELACIÓN: Las apelaciones de una decisión del Director Asociado - Desarrollo Juvenil 4 H serán dirigidas al Vicepresidente Asociado de Extensión cuya decisión será definitiva. La apelación por escrito debe ser presentada dentro de los treinta (30) días siguientes a la decisión del Director Asociado - Desarrollo Juvenil 4-H. El Vicepresidente Asociado emitirá una decisión final dentro de los diez (10) días siguientes a la recepción de la apelación.

\*\*\*\*\*

**Firmas** (Se requieren ambas firmas en caso de que los participantes sean menores de 18 años)

He leído y comprendido el "Código de Conducta" anterior y me atendré a las expectativas descritas en el Código de Conducta. Entiendo que, si actúo de manera inapropiada, tendré que aceptar la responsabilidad de mis acciones que puedan resultar en las consecuencias mencionadas anteriormente.

Firma del miembro del 4-H \_\_\_\_\_ Fecha \_\_\_\_\_

Firma de los padres o tutores \_\_\_\_\_ Fecha \_\_\_\_\_

La Universidad de Arkansas, Departamento de Agricultura de los Estados Unidos y los gobiernos de los condados que cooperan. El Servicio de Extensión Cooperativa de Arkansas ofrece sus programas a todas las personas elegibles sin importar su raza, color, sexo, identidad de género, orientación sexual, origen nacional, religión, edad, discapacidad, estado civil o veterano, información genética o cualquier otro estado legalmente protegido, y es un Empleador con igualdad de oportunidades/acción afirmativa.

## 4-H Incident Report

---

### Section I: Youth Information

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

Youth County \_\_\_\_\_

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

\_\_\_\_\_

---

### Section II: Violation

Date, Time, Location of Violation: \_\_\_\_\_  
\_\_\_\_\_

Relevant Section of the Code of Conduct: \_\_\_\_\_

Findings of Facts Made by Activity/Event Coordinator:

---

Witnesses Interviewed: (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

---

### **Section III: Disciplinary Action**

(Use this section only if a Review Board is not convened.)

The Activity/Event Coordinator has found the above-named youth in violation of the Arkansas 4-H Code of Conduct. The following disciplinary measures will be taken:

---

Signature: Activity/Event Coordinator

Date

---

When any violation of the 4-H Code of Conduct is reported, the Activity/Event Coordinator must complete this 4-H Incident Report Form. Complete Section III if the violation of the Code of Conduct does not require the convening of a Review Board. If a Review Board is required, do not complete Section III.

Send Original to: Appropriate County Staff Chair  
Send Copies to: Appropriate District Director  
Assistant Vice President – 4-H Youth Development  
Parent(s) of the 4-H member  
Activity/Event Coordinator File  
Review Board (if convened)

---

## 4-H Review Board Proceedings Report

---

### Section I: Youth Information

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

Youth County \_\_\_\_\_

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

\_\_\_\_\_

---

### Section II: Review Board Information

Members: \_\_\_\_\_  
(List Names)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Review Board Coordinator: \_\_\_\_\_

---

### Section III: Violation

Date of Violation: \_\_\_\_\_

Activity/Event Where Violation Occurred: \_\_\_\_\_

Findings of Facts Made by Review Board:

---

Witnesses Interviewed: (if any)

## **Section IV: Disciplinary Action**

The Review Board has found the above-named youth in violation of the Arkansas 4-H Code of Conduct. The following disciplinary measures will be taken:

---

Review Board Coordinator

Date

---

Extension Employee

Extension Employee

---

Volunteer

Volunteer

---

4-H Youth Member

4-H Youth Member

---

## **Section V: Review**

I have reviewed the 4-H Review Board Proceedings Report, along with all other documentation prepared in connection with the Review Board proceedings. I concur with the decision of the Review Board.

---

Assistant Vice President – 4-H Youth Development

Date

I have reviewed the 4-H Review Board Proceedings Report, along with all other documentation prepared in connection with the Review Board proceedings. I am reversing the decision of the Review Board for the following reasons and implementing other disciplinary measures, if any:

---

Assistant Vice President – 4-H Youth Development

Date



## Publications, Video, Internet Consent and Release Agreement For Youth

Youth who attend or participate in programs or events conducted by the University of Arkansas System Cooperative Extension Service are occasionally asked to be part of the county and/or statewide publicity, promotion, marketing efforts and/or public relations activities or projects, and/or to appear in educational and curriculum material developed by the Cooperative Extension Service. In order to guarantee your child's privacy and ensure your agreement for your child to participate, the University of Arkansas System Cooperative Extension Service asks that you sign and return this form for each of your participating children to your county Cooperative Extension Service office.

By your signature on this form, you approve the University of Arkansas System Cooperative Extension Service, should it choose, to use your child's name, picture, art, written work, voice, verbal statements or portraits (video or still) in any educational and/or promotional printed or electronic piece that furthers Extension's educational and/or public relations efforts during this and subsequent years. This includes but is not limited to external news media outlets, printed and/or broadcast, Cooperative Extension web site, brochures, displays, newsletters, curriculum guides, purchased advertisements or other means of communicating with the public about Cooperative Extension Service programs and services. The pictures, recordings, articles, copy or other means of communications may or may not personally identify your child.

### AGREEMENT

Youth and Parent/Guardian release to the University of Arkansas System Cooperative Extension Service by indicating below, consent to their use by the University of Arkansas System Cooperative Extension Service. Please mark the following options:

<input type="checkbox"/> Child's name	<input type="checkbox"/> Picture, Portrait (video or still)
<input type="checkbox"/> Art	<input type="checkbox"/> Written work
<input type="checkbox"/> Voice	<input type="checkbox"/> Verbal statement
<input type="checkbox"/> All of the above	

The University of Arkansas System Cooperative Extension Service agrees that the youth's name, picture, art, written work, voice, verbal statements, portraits (video or still) will only be used for Extension's public relations, public information, promotion, publicity and marketing efforts and/or to support its educational program.

Youth and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photographs, video or student statements may be used in subsequent years;
- If the Youth and Parent/Guardian wish to rescind this agreement, they may do so at any time with written notice.

Effective Date of Agreement \_\_\_\_\_

Youth's Name \_\_\_\_\_

Youth's Signature if at least 18 years old \_\_\_\_\_

Parent/Guardian: (Print name) \_\_\_\_\_

Signature \_\_\_\_\_



## Publicaciones, Video, Consentimiento por Internet, y el Acuerdo de Divulgación para la Juventud

Los jóvenes que asistan o participen en programas o eventos dirigidos por El Servicio de la Extensión Cooperativa de Arkansas se les pedirá de vez en cuando que sean parte del condado y/o publicidad al nivel estatal, promoción, esfuerzos de marketing y/o actividades de relaciones públicas o proyectos, y/o aparecer en material educativo y programas desarrollados por El Servicio de la Extensión Cooperativa. Para garantizar la privacidad de su hijo y asegurar su acuerdo con que su hijo participe, El Servicio de la Extensión Cooperativa de la Universidad de Arkansas le pide que firme y devuelva este formulario, por cada uno de sus hijos que participen, a la oficina del Servicio de la Extensión Cooperativa de su condado.

Con su firma en este formulario, usted da permiso al Servicio de la Extensión Cooperativa de la Universidad de Arkansas, debe ser elegido, para usar el nombre de su hijo, fotografía, arte, trabajo escrito, voz, frases orales o retratos (en video o en foto) en cualquier folleto impreso o electrónico que sea educativo, y/o para promoción que avance las metas de la educación de la Extensión y/o los esfuerzos de relaciones públicas durante este y consecutivos años. Esto incluye pero no limita a panfletos de noticias externas, impresos y/o televisados, página de Internet de la Extensión Cooperativa, panfletos, muestras, informes, manuales mostrando la programación de los cursos, publicidad pagada, o otros medios de comunicación con el público sobre los programas de Servicio de la Extensión Cooperativa y servicios. Las fotografías, las grabaciones, los artículos, las copias de otros medios de comunicación pueden o pueden no identificar personalmente a su hijo.

### Acuerdo

Los jóvenes y los padres/tutores legales divultan al Servicio de la Extensión Cooperativa de la Universidad de Arkansas como es indicado abajo, consintiendo su uso al Servicio de la Extensión Cooperativa de la Universidad de Arkansas. Por favor señale las siguientes opciones:

Nombre del niño	Fotografía, retrato (en video o en foto)	Frase oral
Art	Voz	Todos

El Servicio de la Extensión Cooperativa de la Universidad de Arkansas está de acuerdo en que el nombre del joven, fotografía, arte, trabajo escrito, voz, frase oral, retrato (en video o en foto) será utilizado simplemente por las relaciones públicas de la Extensión, información pública, promoción, publicidad y esfuerzos de marketing y/o para apoyar su programa educativo.

Los jóvenes y los padres/tutores legales entienden y están de acuerdo en que:

- Ninguna consideración monetaria será pagada
- El consentimiento y la divulgación se han dado sin ninguna coacción o amenaza
- Este acuerdo debe ser cumplido por los herederos y/o futuros representativos legales.
- Las fotografías, video o declaraciones del estudiante pueden ser utilizados en próximos años
- Si los jóvenes y los padres/tutores legales desean rescindir este acuerdo ellos pueden hacerlo por escrito en cualquier momento

La fecha en que entra en vigor \_\_\_\_\_

Nombre del joven \_\_\_\_\_

Firma del joven si tiene como mínimo 18 años \_\_\_\_\_

Padres/tutores legales: (nombre en letra de imprenta) \_\_\_\_\_

Firma \_\_\_\_\_



\*\*Must be completed by the **Camp Director**, a **Chaperone**, or a **Group Leader of the Event** UNRELATED to the patient.\*\*

**P  
A  
R  
T**

Policy # \_\_\_\_\_

Serial # \_\_\_\_\_

Dates Person Was Insured \_\_\_\_\_

**1**

Name of Policy Holder/Group \_\_\_\_\_

**P  
A  
R  
T**

Name of Patient \_\_\_\_\_

Patient Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex M F

Patient Home Address \_\_\_\_\_

**2**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Patient is:**

- Camper/Member
- Counselor/Instruct.
- Salaried Staff
- Eligible Worker Comp.
- Summer Staff
- Volunteer Leader

### Injury - Illness Report

Date of Injury/Illness: \_\_\_\_\_ Time: \_\_\_\_\_ Group Activity: \_\_\_\_\_

**P  
A  
R  
T**

Nature of Injury or Illness: \_\_\_\_\_ Was this condition already present before this person became insured?  Yes  No

Describe How and Where Injury Occurred (explain fully):

*If yes, please explain*

**3**

If there was no medical treatment during insured period, was injury or illness reported to staff member?  Yes  No

*Office Use:*

### Verification Signature

This form is to be completed by the Camp Director, Chaperone, or Group Leader of the Event UNRELATED to the patient.

**I hereby certify that this was a supervised group activity sponsored by the organization covered under this policy.**

**P  
A  
R  
T**

I was the:  Camp Director  Chaperone  Group Leader  Other (define) \_\_\_\_\_ (*cannot be related to patient*)

Name of Camp/Club \_\_\_\_\_

Contact (Print Name) \_\_\_\_\_ Title \_\_\_\_\_

**4**

Signed \_\_\_\_\_

Day Time Phone \_\_\_\_\_ Email \_\_\_\_\_

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Contact the claims department with questions.  
Phone: (800) 849-4820 Email:

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Send completed claim form to:  
Mail: AIL-SRD, PO Box 50158, Indianapolis, IN 46250 Email: [claimsSRD@ailife.com](mailto:claimsSRD@ailife.com)  
Fax: 317-849-2793



**AMERICAN INCOME LIFE**  
insurance company

**SPECIAL RISK**  
DIVISION

**Claim Report Form**

Name of Patient \_\_\_\_\_ Patient Date of Birth \_\_\_\_\_

Patient Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**ASSIGNMENT FORM – Receipts must be enclosed**

**ONLY COMPLETE IF MEDICAL BILLS HAVE BEEN PAID BY PATIENT/GUARDIAN**

**I hereby authorize the American Income Life Insurance Company to pay benefits on the above claim to:**

**P** (Payee Name) \_\_\_\_\_ is to be reimbursed.

**A** 5 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**R** Date \_\_\_\_\_ Signed \_\_\_\_\_

**T**

**6**

**Release of Medical Information Authorization**

**P** I hereby authorize any licensed physician, medical practitioner, hospital, clinic or other medical or medically-related facility, insurance company, the Medical Information Bureau or other organization, that has any records of me or my health, to give to the American Income Life Insurance Company or its reinsurers any such information with respect to illness, injury, medical history, consultation, or treatments which include alcohol, drug or chemical dependency treatment. Information received is for the purpose of evaluating this claim and determining our liability under your existing coverage with American Income Life Insurance Company. This authorization shall remain valid for one year. You have the right to receive a copy of this authorization upon request. A photographic copy of this authorization shall be as valid as the original.

Signature of Patient/Guardian/ or Personal Representative

Date

Contact the claims department with questions.  
Phone: (800) 849-4820 Email:

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Send completed claim form to:  
Mail: AIL-SRD, PO Box 50158, Indianapolis, IN  
46250 Email: [claimsSRD@ailife.com](mailto:claimsSRD@ailife.com)  
Fax: 317-849-2793



## How to File a Claim

The claim report MUST be signed by a camp director, chaperone, or group leader of the policy holder who is UNRELATED TO THE PATIENT. Complete the entire claim report (Parts 1-6). Valid claim reports must contain the following information:

- Policy number and serial number
- Full legal name of the injured/ill person ("patient")
- Patient's date of birth & age
- Current mailing address
- Date of the incident (injury or illness)
- How injury was sustained OR nature of the illness
- Verification signature by camp director, extension personnel, group leader, or chaperone
- Signature for Release of Medical Information Authorization

Written notice of claim, or Claim Report Form, must be provided to the company within twenty days from the date of the activity covered by this policy, but no later than ninety days from the date of incident.

Eligible medical statements must be provided within one year from the date of treatment. For claim review, provide the following:

- Itemized statements, including diagnosis and procedure codes, for services rendered by physician or hospital
- Prescription receipts complete with patient's name, Rx number, name of prescription, and price
- If payment has been made, proof of payment along with an itemized bill (Proof of payment would be a paid receipt from provider, credit card receipt, or cancelled check)
- Explanation of Benefits for claims paid by personal insurance.

**NOTE:**

**Payment is made directly to the medical provider unless otherwise indicated on Part 5 of the Claim Report Form.**

Mail, Fax, or Email the completed Claim Report Form **directly to the company**. *DO NOT rely on medical providers to forward information.*

American Income Life Insurance Company  
Special Risk Division  
P.O. Box 50158 Indianapolis, IN  
46250 Phone: 800-849-4820  
Fax: 317-849-2793  
Claims Department Email: [claimsSRD@ailife.com](mailto:claimsSRD@ailife.com)  
Website: [www.ailspecialrisk.com](http://www.ailspecialrisk.com)