



**University of New Hampshire**  
Cooperative Extension

# **4-H POLICY MANUAL**



**November 2011**

Original July 2001 4-H Youth Development Policy Manual

UNH Cooperative Extension programs and policies are consistent with pertinent Federal and State laws and regulations, and prohibits discrimination in its programs, activities and employment on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sex, sexual orientation, or veteran's, marital or family status. New Hampshire counties cooperating.

## Table of Contents

1. GENERAL INFORMATION .....	4
1a. 4-H is the youth development program of UNH Cooperative Extension.....	4
1b. 4-H Mission and Vision (created March 1992).....	4
1c. The NH 4-H Vision: .....	4
1d. 4-H Year.....	4
1e. Use of 4-H Name & Emblem .....	4
2. 4-H AGE REQUIREMENTS .....	5
2a. Membership .....	5
2b. Participation in State or Out of State Events .....	5
3. Types of Membership .....	5
3a. 4-H Cloverbud Members .....	5
3b. Junior 4-H Members .....	6
3c. Senior 4-H Members .....	6
4. 4-H VOLUNTEERS .....	7
4a. 4-H Volunteers - The Heart of 4-H! .....	7
4b. Types of 4-H volunteer opportunities.....	7
4c. Volunteers Under Age 18 .....	7
5. OPERATIONAL PROCEDURES .....	8
5a. Delivery Systems .....	8
5b. Organized 4-H Clubs.....	8
5c. Minimum Standards for a 4-H Club to Receive a Charter .....	8
5d. 4-H Club Requirements:.....	9
6. 4-H Club Member Minimum Completion Requirements.....	9
6a. 4-H Junior and Senior Members .....	9
6b. 4-H Cloverbud Members.....	10

6c. Independent Enrollment .....	10
6d. Independent 4-H Member Completion Requirements.....	11
6e. 4-H Family Clubs.....	11
7. 4-H After-School Programs .....	11
8. 4-H Camp.....	11
9. 4-H Special Interest and Short Term Programs.....	12
10. School Enrichment Programs.....	12
11. Virtual 4-H Experiences.....	13
12. Place of Residence .....	13
12a. State .....	13
12b. County .....	13
13. Mailing Lists .....	14
14. Handling of Funds .....	14
15. Liability/Insurance.....	15
15a. General Liability .....	15
15b. Personal Car/Transportation .....	15
15c. Accident Insurance for Members/Volunteers.....	15
15d. Dealing with Conflict.....	15
15e. Procedures for Handling Complaints from Clientele .....	16
16. Fund Raising .....	16
16a. Dues.....	16
16b. Why and When to do Fund Raising.....	16
16c. Local fund raising.....	17
16d. Prohibited Fund Raisers .....	17
16e. National fund raising information.....	17

# NH 4-H Youth Development

## POLICY MANUAL

### 1. GENERAL INFORMATION

***1a. 4-H is the youth development program of UNH Cooperative Extension.***

***1b. 4-H Mission and Vision (created March 1992)***

The NH 4-H Mission: The 4-H Youth Development program of UNH Cooperative Extension provides positive experiences for all youth and adults to develop their individual potential as caring and contributing members of an ever-changing world.

***1c. The NH 4-H Vision:***

4-H...A world leader in developing youth to become productive citizens and catalysts for positive change to meet the needs of a diverse and changing society.

***1d. 4-H Year***

The 4-H Program Year is the Federal Fiscal Year: October 1 - September 30.

***1e. Use of 4-H Name & Emblem***

The 4-H Club name and emblem are held in trust by the Secretary of Agriculture of the United States Department of Agriculture (USDA) for the educational purposes of the 4-H program. 4-H Staff, enrolled leaders and members of organized clubs are authorized to use the 4-H name and emblem for serving the educational needs and interests of 4-H youth.

All uses of the 4-H Club name or emblem shall be consistent with the educational purposes, character building objectives and dignity of the 4-H program and in accordance to National 4-H Headquarters guidelines. [National policy and Use of Name and Emblem](#). Any use of the 4-H Club name or emblem is forbidden if it exploits the 4-H programs, its volunteers or its youth participants. The 4-H name or emblem may not be used to imply endorsement of commercial firms, products or services.

County 4-H staff can approve use of the Name and Emblem for groups within the county. If in question, State 4-H Program Leader will make final decision on the appropriate use.

## **2. 4-H AGE REQUIREMENTS**

### ***2a. Membership***

4-H Membership is open to all youth who are 5-18 years of age as of January 1 of the current program year regardless of race, color, national origin, religion, gender, disability, gender identity or expression, sexual orientation, familial status, economic status, marital status or veteran's status.

4-H age is an individual's age on January 1 of the current program year. The following age groups apply:

- 4-H Cloverbud Member – ages 5-7
- 4-H Junior Member – ages 8-13
- 4-H Senior Member – ages 14-18. If a member is still enrolled in secondary education beyond the age of 18, they may continue their 4-H membership until they leave high school (age 21).

### ***2b. Participation in State or Out of State Events***

To participate in state or national level competitive events, 4-H members must be 12 years of age or older, 4-H age. This includes, but is not exclusive to: SAD (State Activities Day), animal science quiz bowls, judging contests, shows (ESE (Eastern States Exposition) included).

Community based fairs and the 4-H State Dairy show are exempt from this policy. They are not special state level events. They are held by a host groups such as a fair board (open and youth shows happening simultaneously) or in case of the dairy show, NH PDCA (Purebred Dairy Cattle Association). A 4-H member does not have to compete to pre-qualify to participate in the event.

## **3. Types of Membership**

### ***3a. 4-H Cloverbud Members***

4-H Cloverbud members are ages 5-7 as of January 1 of the current program year. Cloverbud members may participate in activities and programs offered at the local level and within their own county only (exception - NH 4-H Camps). Cloverbud activities or events must be non-competitive and developmentally appropriate. Recognition for 5-7 year old members (Cloverbuds) will be by participation ribbon (not blue, red or white) or certificate or other appropriate non-competitive award. [Cloverbud Activity Checklist](#)

Youth under 8 years of age (4-H age) are not eligible to participate in activities and programs involving motorized vehicles or large animals (swine, beef, sheep, dairy cattle, dairy goats, dogs, horses, llamas, working steers, etc. are considered large animals; cats, poultry, hamsters, fish and rabbits are considered small animals); nor are they eligible to participate in 4-H Shooting Sports or similar activities involving firearms, air guns or archery equipment.

The strongest program delivery for 4-H Cloverbud members is through a program where all participants are of Cloverbud age, meeting as a small groups of children with enrolled leader/parent/adult interaction. These groups usually explore a wide variety of subject matter through short-term activities.

While it is not the optimum delivery, some multi-age 4-H opportunities, where participants ages may cover the age range up to 18 years of age, may include Cloverbud members. The most appropriate way to implement Cloverbud programming in a multi-age group is to have a separate sub-group for Cloverbud members led by an enrolled volunteer, parent, teen or adult that meets at the same time/location, but in a separate room or area to utilize Cloverbud materials and resources. Cloverbud programs provide unique opportunities for teens to serve in leadership roles under the direction of an adult.

While all counties will offer the opportunity for the development of Cloverbud programs for 5-7 year old members, a group serving 4-H juniors or seniors may or may not decide to offer a sub-group for Cloverbud participants.

In all cases, Cloverbud leaders should understand the developmental needs of the 5-7 year old age group,(refer to [Ages and Stages](#)) have appropriate expectations, follow policies established for [National K-3 Policy](#) and NH 4-H Cloverbud programs and use age appropriate materials and resources.

A county event may have a special educational non- competitive program for Cloverbuds. If exhibiting a small animal at the fair, it must remain in its cage, and it is not evaluated and it is a non -competitive display. No animal science approval forms or project record forms should be completed by Cloverbuds. All small animals used in Cloverbud activities must meet all applicable health requirements and have the proper documentation.

### ***3b. Junior 4-H Members***

Junior 4-H members are youth 8-13 years of age as of January 1 of the current program year. Junior 4-H members may be further divided by age at the discretion of the County 4-H Staff. Youth in this age range may participate in 4-H programs within and beyond their own county to the extent allowed through guidelines and/or policies established for each event.

### ***3c. Senior 4-H Members***

Senior 4-H members are youth 14-18 years of age as of January 1 of the current program year (or older as defined in section 2a). Youth in this age range may participate in 4-H programs within and beyond their own county to the extent allowed through the guidelines and/or policies established for each event.

## 4. 4-H VOLUNTEERS

### ***4a. 4-H Volunteers - The Heart of 4-H!***

There are hundreds of 4-H volunteers in New Hampshire and they have many roles. Volunteers are part of the staff of the 4-H Youth Development program. For in-depth information about volunteer management refer to [Working with UNHCE Volunteers Manual](#). To help you determine staffing the 4-H program, refer to the 4-H [Policy for Staffing with Volunteers](#).

#### **Volunteer Screening Process**

This process is to be followed for all volunteers working directly with youth in cooperative extension.

### ***4b. Types of 4-H volunteer opportunities***

For a variety of service descriptions and templates go to [Volunteer Service Descriptions](#)

- [4-H Club Organizational Leader](#)
- [4-H Project Leader](#)

**Episodic volunteers** or “short term volunteer” are volunteers who use their volunteer time in short durations, for a specific event, or service at regular intervals for short periods of time. They require little training and do not have to complete the 4-H Volunteer Screening Process because they are working with enrolled volunteers or with Extension staff members. For example, 4-H horse show crew, special program presenter at a club or county meeting. All non-enrolled volunteers must always work in the presence of a screened volunteer or staff person. Short term volunteers should be recognized in the club meeting minutes or sign in at county events. [Short term volunteer form](#) or [Sample Sign in Form](#) will be helpful in your tracking of these volunteers. A written record listing the names of all volunteers is required for all 4-H events and activities.

### ***4c. Volunteers Under Age 18***

Volunteers who have not reached age 18 need to have written consent of a parent or guardian prior to volunteering with Extension. The NH Department of Labor states that a youth needs to be at least 14 years old to work or volunteer per federal labor law. They always are working with an Enrolled 4-H volunteer. Youth under age 18 enrolled in UNHCE youth programs, with written permission of a parent or guardian, may volunteer as a component of their UNHCE learning experience. The volunteer position assigned to a minor shall be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws. For more information about youth as volunteers, see the following page on the UNH Human Resources website: <http://www.unh.edu/hr/youthemp.htm>.

## 5. OPERATIONAL PROCEDURES

Please remember that this is a NH state 4-H policy manual. In some cases, county policies may also apply and these are not identified in this document. The local 4-H Youth Development Staff has record of county policies.

### ***5a. Delivery Systems***

The 4-H Youth Development program may be delivered in the following methods: 4-H clubs, Independent Members, 4-H Afterschool , Special Interest/Short Term Programs, School Enrichment Programs, Virtual 4-H Experiences, 4-H Camp and 4-H Afterschool.

All 4-H Delivery Systems of the NH 4-H Youth Development program must follow National Guidelines related to affirmative action.

[Naming a 4-H Club or Group](#)

[Title IX and 4-H](#)

[Religion and 4-H Youth Development](#)

### ***5b. Organized 4-H Clubs***

A 4-H club is an organized, continuing group of 5 or more youth from 2 or more families with officers or other youth leadership structure, at least one enrolled adult leader(2 or more preferred) and a planned program that is carried out throughout all or several months of the year. 4-H Clubs may be organized by neighborhood, community or project level or within an existing school or after-school program. 4-H club members may focus on a specific project or participate in two or more project areas or activities offered by the 4-H Youth Development program. [National 4 -H Club Guidelines](#)

Current [4-H enrollment forms](#) are required of 4-H club members and [of 4-H club enrolled volunteer](#) leaders; these forms must be kept on file in the county office of UNH Cooperative Extension. 4-H Staff will present 4-H Club Charters to 4-H clubs meeting 4-H club charter requirements (section 5c).

Special youth programs such as Nutrition Connections with organized groups meeting the 4-H club requirements (youth leadership, program plan, sustained involvement and enrolled volunteers) should be conducted and reported as 4-H clubs if individual enrollment forms are completed and returned to the County office.

Enrolled 4-H club volunteer leaders must have successfully completed the 4-H volunteer application and appointment process. This includes the completion of the [on-line volunteer training course](#) within their first three months.

### ***5c. Minimum Standards for a 4-H Club to Receive a Charter***

- A 4-H Charter from the U.S. Department of Agriculture may be requested by 4-H groups after they have organized and presented documentation to the county Extension office:
  - Five or more members enrolled from 2 or more families



- Elected officers or maintain a leadership structure
- A planned program submitted to the office
- One or more enrolled volunteer leaders
- In subsequent years, a seal to be attached to the charter may be requested when the above conditions have been met, plus the completion of the annual group summary report. A 4-H group may function without a charter or without meeting the charter requirements. However to receive an EIN number and open a bank account the group must be chartered. For national policy guideline [National Chartering Guidelines](#)
- To obtain a charter, contact the state 4-H office in writing providing the name of club and the date of organization.

### ***5d. 4-H Club Requirements:***

In order to remain active and in good standing, a 4-H club must accomplish the following:

- Maintain enrollment of 5 members and two or more families
- Meet and hold regular meetings at least 6 times per year.
- Plan an annual program and submit it to the county extension office. Members and leaders will jointly determine club objectives and plan their annual program. Program and project activities should be “hands-on” and utilize the experiential model of DO, REFLECT and APPLY. [Experiential Learning Model](#). This annual program should include a club citizenship or community service learning activity.
- Elect or rotate club officers or share club leadership responsibilities among the members.
- Leaders and members will enroll in 4-H through their county Extension office annually.
- Keep and maintain accurate minutes of meetings and treasurer’s reports.
- The club will submit end-of-year reports annually to their county Extension office including fiscal report with last bank statement.
- Clubs will conduct annual marketing and recruitment efforts to increase the community awareness of their program
- Clubs are encouraged to participate in local, county, state, regional and national 4-H programs.

## **6. 4-H Club Member Minimum Completion Requirements**

### ***6a. 4-H Junior and Senior Members***

In order to be recognized as having successfully completed a year of membership in a 4-H club a junior or senior member must:

- Become affiliated with a recognized NH 4-H club.
- Officially enroll, through UNH Cooperative Extension, in at least one 4-H project. This can be handled by working with the 4-H organizational leader of your 4-H Club.
- Determine (set) project goals.
- Work toward completion of your project goals [Youth Goal Setting Guide](#). Verify work toward project objectives through documentation by your 4-H club leader.
- Participate in 4-H club meetings, programs and activities

- To receive the greatest benefit from 4-H club membership it is highly recommended that junior and senior 4-H members:
  - Participate in at least one of the following each year: a community service learning project or citizenship project, a health project and/or a communications project. Members are encouraged to select an activity from each group if possible.
  - Participate in at least 2 different county or higher level activities each year
  - Submit end-of-year records/reports as requested by your county office of UNH Cooperative Extension [Project Record Resources](#)

### ***6b. 4-H Cloverbud Members***

Years as a Cloverbud do not count in the total for years of 4-H experience. When youth become eight and enroll in projects they start tracking their official years in 4-H.

In order to be recognized as having successfully completed a year a 4-H Cloverbud must:

- Become affiliated with a recognized 4-H club preferably a Cloverbud club
- Officially enroll through UNH Cooperative Extension; this can be handled by working with the organizational leader of the 4-H club
- Participate in 4-H club meetings, programs and activities
- To receive the greatest benefit from 4-H membership, it is highly recommended that Cloverbud 4-H members:
  - Participate in one of the following each year: a community service learning or citizenship event, and health activity. Members are encouraged to do more than one activity if possible.
  - Participate in at least one non -competitive county activity designated as developmentally appropriate for Cloverbud members

### ***6c. Independent Enrollment***

Independent enrollment is for youth participating individually in 4-H programs of a sustained nature without group affiliation. Individually enrolled 4-H members are called independent 4-H members.

Independent 4-H members must have an enrolled adult advisor/leader. The advisor need not be a family member. This is typically not the method recommended for Cloverbuds to participate in 4-H.

Independent 4-H members will annually complete a 4-H enrollment form and their independent agreement form; these forms will be kept on file in the county office of UNH Cooperative Extension.

Independent 4-H members will only be involved in county or state fund raising activities. They will work with their county extension office in managing funds.

## **6d. Independent 4-H Member Completion Requirements**

In order to be recognized for successfully completing a year of 4-H membership an Independent 4-H membership, the independent member must meet the requirements identified in section 6a for junior and senior 4-H members other than club affiliation and attendance at club meetings.

## **6e. 4-H Family Clubs**

Effective 2010 Family Clubs are not an acceptable delivery method in New Hampshire 4-H Youth Development Program. Youth should enroll as Independent members.

## **7. 4-H After-School Programs**

These are educational programs offered to youth outside of school hours. They are often in a school or other community center and incorporate 4-H curricula. Their purpose is structured educational opportunities and care. These groups may use 4-H curricula but may or may not be 4-H Clubs. 4-H Clubs in organized after-school settings should have individual youth enrollment forms and an enrolled 4-H volunteer. This club would follow the guidelines noted in club section 5d.

After-School programs not organized as a club should use the group enrollment form. When the educational time is six or more hours, the numbers will be included on the annual Federal report in the after school category, if they are a club the numbers would be reported in the afterschool club section.

For support in developing after school program refer to [after school framework and other tools](#) (staff intranet).

4-H Youth Development Staff should be using the [After School Log](#) to track efforts for annual reporting.

## **8. 4-H Camp**

Residential and day camp opportunities for youth are sponsored by UNH Cooperative Extension, with support from designated state or county staff. All camps must meet safety standards as outlined by best practices in camping. Overnight camping in NH must be conducted at sites licensed by NH Department of Environmental Services.

All NH 4-H Camp facilities will meet all rules and regulations regarding governing the safety and sanitation of youth camps, as established by the NH Department of Environmental Services, Water Division. All NH 4-H Camps will maintain their American Camp Association Accreditation and operate in accordance with the ACA standards.

All relevant records, including enrollment forms, will be maintained at the state 4-H office on the UNH campus. Appropriate enrollment data will be distributed to each county at the end of each camping season.

Programs offered by county 4-H Youth Development Staff during the summer will not be designated as summer camp programs, unless they can adhere to all the above requirements and have been approved by the 4-H Youth Development Program Leader. Summer programs not identified as NH 4-H Camps will be short-term and special interest programs and will meet the guidelines as outlined in 4-H Special Interest and Short-Term Programs.

## **9. 4-H Special Interest and Short Term Programs**

4-H special interest and short term programs: groups of youth organized by UNH Cooperative Extension for specific learning experiences conducted over a short period of time and delivered to non-school audiences. If the educational time is six or more hours, the numbers would be included on the annual Federal report.

4-H Group Participant forms should be completed and kept on file in the county office of UNH Cooperative Extension.

Persons providing leadership for 4-H special interest or short-term programs must either be currently enrolled as a 4-H volunteer or conduct their sessions in the presence of an Extension staff member or enrolled 4-H volunteer .

## **10. School Enrichment Programs**

School enrichment programs: groups of school students receiving learning experiences coordinated by UNH Cooperative Extension during school hours. The Extension staff member or Extension enrolled volunteer trains or assists the teacher to use Extension programs or resources to develop and implement a program which supplements the regular school curriculum.

Volunteers working directly with youth, on behalf of UNH Cooperative Extension and without the presence or direct supervision of Extension staff or enrolled volunteer, must be a current enrolled 4-H volunteer.

Both Extension staff and enrolled volunteers must adhere to the policies of the school district concerning screening of volunteers within the school.

4-H school enrichment may consist of a single meeting or program or a series of meetings or programs. The student participants should understand that they are participating in a UNH Cooperative Extension 4-H program.

4-H Group Participant forms should be completed and kept on file in the county office of UNH Cooperative Extension for these programs. If the educational time is six or more hours, the numbers would be included on the annual Federal report, all numbers would be included on the online UNH reporting system.

## **11. Virtual 4-H Experiences**

Youth participating in a virtual 4-H opportunity via the Internet or similar technology offered through Cooperative Extension or other opportunities.

Youth will enroll as instructed for the virtual opportunity in which they are taking part. The person providing leadership for the virtual experience will maintain the enrollment database and send a confirmation of enrollment to the county of enrollment of the participating youth.

4-H adult volunteers providing leadership for virtual experiences must successfully complete the 4-H volunteer application and appointment process.

Youth using computers and related technology as a part of their 4-H work are not necessarily considered to be participating in a virtual 4-H delivery.

## **12. Place of Residence**

### ***12a. State***

Youth from every state are eligible to participate in the UNH Cooperative Extension 4-H Youth Development program; however they can only maintain membership in one state.

Youth members enrolled through UNH Cooperative Extension organized 4-H Clubs (including formal 4-H Clubs in after school settings), or as Independent 4-H members may not hold 4-H membership outside of the state of New Hampshire and must meet the requirements for completion in the county they have selected as their “home” county. Due to state, regional and national award opportunities, dual state membership is not allowed.

Youth participating in 4-H deliveries which utilize the 4-H group enrollment form are not limited to single state participation.

### ***12b. County***

Youth will hold official 4-H membership (enrollment) in one New Hampshire county; their county of enrollment need not be their county of residence. 4-H Members will be considered to be a 4-H member of that county for all purposes involving the UNH Cooperative Extension 4-H Youth Development program. (For example, youth may: exhibit or participate in activities only open to 4-H members from their official county of enrollment; apply for trips and scholarships; submit 4-H records and attend state, regional, or national opportunities only through their official county of enrollment).

Every county will have a selection process or mechanism to qualify 4-H members for state, regional or national activities; New Hampshire counties may officially combine their selection opportunities.

Youth may participate in 4-H Clubs and programs in more than one county; youth will be considered guests in counties which are not their county of official enrollment. Youth may participate in another county’s competitive events if the event guidelines allow.

## 13. Mailing Lists

Mailing lists of members, volunteers and program participants are records established to assist in carrying out the programs of UNH Cooperative Extension. These lists are for the sole use of Extension personnel and may not be furnished directly or indirectly to any other person, firm, and association or Federal agency. When in doubt, contact the State 4-H Program Leader.

## 14. Handling of Funds

Operating procedures for 4-H clubs, special interest groups, volunteer leaders' associations, county 4-H foundations, county teen groups, and other 4-H affiliated groups:

In order to teach good monetary practices and to prevent difficulties, 4-H organizations are strongly encouraged to follow these procedures:

- 4-H organizations handling money should adopt an annual budget by vote of the membership; the vote should be recorded in the organization's minutes.
- All monies must be deposited with a banking institution insured by NCUSIF, FDIC, or FSLIC. Exceptions may be investment funds invested, by vote of the group members, in alternative investment vehicles. All accounts should be clearly established as 4-H accounts; 4-H funds are never to be mingled with personal funds.
- All accounts should require the signatures of two unrelated persons for expenditure of funds. If the group is a youth group one of the two should be a 4-H member (if the banking institution allows).
- Treasurers need to maintain treasurer's records showing all money received and expended. Money must be spent only as authorized by a vote of the membership. The Treasurer should have receipts for expenditures made. [Treasurer's Book](#).
- The treasurer will give a treasurer's report during each official business meeting of the group. Acceptance of the report should be by vote of the membership.
- Secretaries should record in the meeting minutes any financial decisions made within and outside of the annual budget. [Secretary's Book](#).
- Treasurers must submit a treasurer's report annually to the county Extension office. This includes the end of year bank statement.
- At the close of each year and when the person serving as treasurer changes all accounts should be audited. This review of accounts should be conducted by two adults not involved in handling the funds under review and not related to the persons handling the funds. The results of this review of funds will be forwarded to the county extension office prior annually. The county office will keep these financial reports on file for a minimum of 7 years.
- Extension staff (including secretaries) will not serve as treasurer, financial officer or co-signer of accounts; they will not handle the private funds of any 4-H organization. At no time should a 4-H Staff or enrolled volunteer mingle 4-H funds with their personal funds.
- As a part of the 4-H educational experience, 4-H members should be responsible for earning, managing and spending their funds. Guidance and assistance should be provided by volunteer leaders and parents.
- 4-H Staff should maintain a list of the EIN number assigned to every club or group and provide them to the State 4-H Office upon request [How to Apply for an EIN Number](#)
- Each organized club or group with an EIN number associated with 4-H must complete the annual reporting required by the IRS. This should be done in cooperation with the County

## **15. Liability/Insurance**

### ***15a. General Liability***

All employees of the University of New Hampshire are covered for liabilities while carrying out the responsibilities of their positions. Enrolled volunteers are covered by the University System of NH liability policy as well provided they are acting within the scope of their service descriptions.

4-H Staff is ultimately responsible for the 4-H program in their respective counties or area. This responsibility may be shared or delegated, but the 4-H Staff is still accountable. Responsibility can be delegated but never released.

If a certificate of Liability Insurance is needed with a business, organization etc. named on the certificate, complete the [application for additional Insured](#) at least 2 weeks before the event, ideally a month.

### ***15b. Personal Car/Transportation***

When a staff member or volunteer uses his/her personal car for Extension business, the owner of the car and/or the driver is providing the insurance on that vehicle. Please review the [4-H Activity Driver form](#) and the [4-H transportation policy](#). For all other transportation policies, reference the [Reducing Risk for 4-H Volunteers](#) fact sheet.

### ***15c. Accident Insurance for Members/Volunteers***

Limited accident insurance may be provided for NH 4-H members and volunteers at most larger county, state and regional events. This is not automatic; it is the responsibility of the 4-H Staff, club, or committee planning the event to arrange for this coverage.

Supplementary accident insurance can be provided inexpensively for clubs through private insurance carriers. County 4-H Staff should strongly recommend that all clubs purchase the additional insurance. Staff should provide information on the availability and opportunity to purchase medical accident insurance to all club organizational leaders and strongly encourage them to do so. Clubs purchasing insurance should carefully check the extent of coverage prior to purchase to avoid surprises later on. A potential insurance provider is [American Income Life](#)

### ***15d. Dealing with Conflict***

When dealing with such a variety of situations in the 4-H youth development program conflict occurs. As an 4-H Staff you are expected to be the front line person handling the conflict, however consult early on with the State program leader for 4-H youth development. ([Dealing with Conflict](#))

If the conflict is with or between volunteers, it may be necessary to remove a volunteer from their position. This process needs to be well documented referring to their signed volunteer agreement

as a basis for the action. Never remove a volunteer without consultation with the program leader and in many cases informing the County Office Administrator.

### ***15e. Procedures for Handling Complaints from Clientele***

Program complaints should be handled by the County 4-H Staff promptly and fairly. Very seldom will you make a decision on the spot. Remember, there is more than one side to a situation. Consult with appropriate county 4-H support groups, others who may have observed the situation and always refer to the written rules and policies appropriate for the situation. If resolution to the problem is not accomplished, the 4-H Staff should consult with the appropriate Program Specialist and/or Program Leader for 4-H Youth Development.

The County 4-H staff should confer with the State 4-H Program leader concerning complaints involving volunteer staff. The issue should first be handled locally and if not resolved it is possible that the UNH Fast and Impartial Resolution (FAIR) procedures might be used.

University of New Hampshire Cooperative Extension programs and policies are consistent with pertinent Federal and State laws and regulations on non-discrimination.

Always keep the 4-H Program leader and the County Office Administrator in the loop of the situation. Due to confidentiality, the COA may not be provided all the details, but will have the knowledge there is an issue and it is being addressed in case they are questioned.

## **16. Fund Raising**

### ***16a. Dues***

Dues will not be a condition for membership. Many clubs assess their own members for dues at each meeting. This is accepted practice in some communities, but has certain undesirable features. Members should clearly understand that this money is for local club use only. Dues should be minimal and club members should vote on collection and expenditure of dues. No one can be refused membership because of inability to pay the dues.

### ***16b. Why and When to do Fund Raising***

#### [Private Support for the 4-H Program](#)

- The members of the 4-H club should work together to determine the need to fund raise and determine the best way to do it for the specific education activity or program.
- Keep fund raising to a minimum. One or two special activities per year should be the maximum... keep these campaigns short.
- Give people something for their money. Plan fund raising activities so that customers will receive value for dollars spent.



## ***16c. Local fund raising***

### **Suggested Fund Raising Activities**

- Sale of products made or grown by members
- Services provide by members such as a car wash, yard clean-up, etc
- Auctioned of donated items, rummage sales, etc.
- Food concessions- be sure to check with food safety and local health inspection
- Consignment of sale merchandise such as cookies
- Must not use 4-H name or emblem on an item of sale unless from a National Headquarters approved vendor, or State 4-H program leader has approved from a state vendor
- Must not be in competition with regular trade channels
- Raffles are permitted; however, cash prizes may not be offered
- [Raffles, Lotteries and Gaming](#) Before selling or raffling anything, check with local Communities. Permits are often needed for raffles or fund raisers. Check with the town clerk where the raffle or event is being held because the permit must come from the township where the drawing will happen.

## **16d. Prohibited Fund Raisers**

- Door-to-door canvass or street corner panhandling for money with no service or product given for a donation
- Direct use of the 4-H name or emblem in connection with the sale of a commercial product without authorization of either National 4-H Headquarters or the NH 4-H Program Leader. Any such use must strictly follow the criteria for such use as established by National 4-H Headquarters and National 4-H Council.
- Bingo is not permitted as a fund raiser whether gifts or cash are awarded as prizes. It can be held as a game for fun with no money attached.

## **16e. National fund raising information**

[Fund Raising Sponsors and Promotions](#)

[Contest and Award Sponsorship](#)

[Livestock Sales, and Auctions](#)

[IRS Rules for Livestock Sales](#)