

Kansas Department of 4-H Youth Development

Policy Guide

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4-H Youth Development Policy Guide

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A Introduction

4-H is unique as the only youth development organization with the federal government's oversight and sponsorship. Kansas 4-H Youth Development is the youth program of the Cooperative Extension Services of the 1862, 1890, and 1994 land-grant universities and U.S. Department of Agriculture. K-State Research and Extension, as part of Kansas State University, administers the 4-H program in cooperation with the local extension boards.

The policies in this document contain interpretations of United States and Kansas legislation. Because of the public nature of 4-H Youth Development and the authority vested in the director of extension by federal legislation, the rules and practices established by local clubs, groups, or councils that use the 4-H name and/or emblem must conform to policies approved by the director.

Legislation requires that as many youth as possible be given the opportunity to participate by reducing or eliminating barriers that have no sound educational reason. Local rules may be established for the well-being or safety of the members and leaders. In the event of a conflict between state and local rules, state rules will take priority in determining a course of action.

Hereafter, the local board or district governing body will be referred to as the extension board.

A1 Mission and Vision of Kansas 4-H Youth Development

Mission: Kansas 4-H Youth Development uses unique strategies and opportunities to engage youth in reaching their full potential through partnerships with caring adults.

Vision: Kansas 4-H Youth Development provides a world where youth and adults acquire and advance positive life skills by learning, growing, and working together.

A2 Kansas Life Skills and 4-H Mission Areas

Kansas 4-H focuses on the mastery of five life skills:

- a positive self-concept
- an inquiring mind
- a concern for the community
- healthy interpersonal relationships
- sound decision-making

The subject matter content in 4-H focuses primarily on three mission areas: science, healthy living, and citizenship and leadership.

A3 Positive Youth Development

4-H focuses on meeting needs of young people through positive youth development. Positive youth development is a theory and practice based on positive experiences and positive relationships within positive environments. Positive youth development is most likely to occur within positive and sustained relationships between youth and adults, activities that build important life skills, and opportunities for youth to use the life skills both as participants in and as leaders of valued community activities.

B Organization and Structure

B1 Legislative Mandate

The local 4-H Youth Development program is administered by the extension board in partnership with the K-State Research and Extension area director, within the policies and guidelines set forth by the director of the Kansas State University Agricultural Experiment Station and Cooperative Extension Service.

[Legislative Mandate for 4-H Work in the Kansas County Extension Council Law](#)

B2 Extension Board

The extension board is the policy-making authority for 4-H Youth Development programming within its jurisdiction. Actions of the board must be compliant with the policies of the director of K-State Research and Extension, as represented by the area extension director. The extension board is accountable to the director of K-State Research and Extension for all funds collected or received within its jurisdiction under the scope of the 4-H name and/or emblem.

B2.1 4-H Program Development Committee

The 4-H Program Development Committee (PDC) acts as a partner with the extension agent(s) in establishing and maintaining a relevant extension education program for school-aged youth within the jurisdiction. PDCs must assure that programs are open and available to all citizens in their respective counties or districts. Along with the agent(s), the PDC establishes a 4-H Youth Development action plan based on the developmental needs of local youth and consistent with the educational mission of K-State Research and Extension. Once approved by the local extension board and the area director, the PDC and agent(s) implement the action plan and monitor its impact.

B2.2 Appointments of Minors to Program Development Committee

Minors (individuals under the age of 18) may be — and are encouraged to be — appointed by the local extension board to expand the PDC, provide a youth voice, and practice youth/adult partnerships. The appointments must be made according to the Kansas County Extension Council Law. Minors may not be appointed to county extension executive boards nor to district governing bodies because members are publicly elected, as stipulated by Kansas statutes.

C The 4-H Name and Emblem

The 4-H name and emblem are protected under federal statute Title 18, U.S. Code 707. This provides the 4-H name and emblem with the level of protection afforded other federal marks, such as the seal of the President of the United States. The 4-H name and emblem are intended to represent the ideals of the program with its focus on serving the educational needs and interests of 4-H youth.

4-H Name and Emblem

http://www.csrees.usda.gov/nea/family/res/youthdev_res_emblem.html

C1 Federal Authority

The 4-H name and emblem are held in trust by the secretary of the U.S. Department of Agriculture for the educational and character-building purposes of the 4-H program and can be used only as authorized by the statute (Title 18, U.S.C. 707; amended 17 March 1987) and according to the authorization of the secretary or a designated representative.

The 4-H name and emblem may be used by authorized representatives of the U.S. Department of Agriculture, the Cooperative Extension Services, the land-grant institutions, and the National 4-H Council, according to these regulations, for serving the educational needs and interests of 4-H youth.

Use of the 4-H name and emblem is forbidden if it exploits 4-H programs, its volunteer leaders or youth participants, or the U.S. Department of Agriculture, the Cooperative Extension Services, the land-grant institutions, or their employees.

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

The authority to administer the national laws and regulations under which 4-H work operates is vested in the secretary of agriculture, who has

delegated jurisdiction of 4-H work through the administrator of the extension service to the director of the Cooperative Extension Service in each state. Therefore, rules and regulations established by local 4-H clubs, groups, councils, or the extension board must be consistent with those established by the director of K-State Research and Extension.

C2 State Authority

In Kansas, the U.S. Department of Agriculture has authorized the director of K-State Research and Extension as its representative in matters pertaining to the use of the 4-H name and emblem within the confines of the state, within the federal guidelines. Day-to-day management of the 4-H name and emblem has been, in turn, delegated to the assistant extension director and state program leader, 4-H Youth Development.

C3 County/District Authority

At the local extension unit level, the authority pertaining to the use of the 4-H name and emblem is shared between the local extension board and the area director, K-State Research and Extension, within the federal guidelines. The extension agent(s) manage(s) the day-to-day implementation of policies pertaining to the 4-H name and emblem.

C4 Guidelines for Authorized Use

Agents and extension boards are required by law to comply with all policies in the publication, *“4-H National Headquarters fact sheet, Granting Authorization to Use the 4-H Name and Emblem.”* http://www.csrees.usda.gov/nea/family/res/pdfs/using_the_4h_name.pdf

D Participation

4-H is the youth development program of K-State Research and Extension. A “4-H youth participant” refers to any young person participating in a program that is planned, organized, delivered, and evaluated through K-State Research and Extension. These participants should be reported in the [*ACCESS*](#)

[*online enrollment system.*](#)

<http://www.4-h.org/resource-library/access-4-h-online-enrollment-management-system/online-enrollment/>

D1 4-H Member

A 4-H member is any youth who has completed individual enrollment, is enrolled in at least one 4-H club or program in any given year, and is aware of his or her involvement. This includes, but is not limited to, club or project membership, independent study, or special interest groups.

D2 Enrollment

Kansas 4-H Youth Development has a policy for open enrollment. Eligible youth may enroll in Kansas 4-H Youth Development programs at any time of the year. Extension units may establish reasonable deadlines for participation or exhibition in projects in which deadlines are needed to ensure that youth benefit from a quality learning experience and/or for their safety. Units may establish re-enrollment deadlines for continuing members for management purposes, but cannot prohibit membership.

D2.1 Age

4-H Youth Development programs are open to all youth who are residents of Kansas and between the ages of 7 and 18. Youth who turn 7 before January 1 of the current 4-H year may enroll. Youth who turn 19 before January 1 of the current 4-H year are ineligible to enroll. 4-H members who are selected as winners in late summer or fall, and who turn 19 before January 1, cannot compete in state or national contests, awards, or recognition programs.

See specific rules for age requirements for 4-H competitive events.

D2.2 Deadlines

The Department of 4-H Youth Development and local extension units may establish reasonable enrollment/registration/certification/ownership deadlines or other requirements for participation in certain activities.

D2.3 Participation Form

Each member must have a complete and current [*Kansas 4-H Participation Form*](#) on file in the local office to be eligible to participate.
www.kansas4-h.org/p.aspx?tabid=470

D3 4-H Cloverbuds

The 4-H Cloverbuds program is designed specifically for 5- and 6-year-olds. To become a 4-H Cloverbuds member, the child must have reached age 5 before January 1 of the current 4-H year. Youth who turn 7 before January 1 of the current 4-H year may enroll as 4-H members.

The extension board is authorized to decide whether to offer the 4-H Cloverbuds Program for their local unit.

- 4-H Cloverbuds is activity-focused, rather than project-focused.
- 4-H Cloverbuds programming is cooperative, not competitive.
- 4-H Cloverbuds members may not participate in any competitive 4-H event. 4-H Cloverbuds members may showcase their exhibits at fairs and public events. 4-H Cloverbuds may not have 4-H livestock projects that require long-term, ongoing care or weigh-ins, nor can the member participate as a competitive 4-H exhibitor within livestock divisions.
- A minimum of two adults — with a ratio of at least two adults to 12 4-H Cloverbuds members — is required.
- A 4-H Cloverbuds group does not have officers or compete for awards or recognition. Members do not manage money.

[*Kansas 4-H Cloverbuds Program*](#)
<http://www.kansas4-h.org/p.aspx?tabid=399>

D4 Mental/Developmental Age of 4-H Participants

Kansas 4-H Youth Development seeks to comply with the Americans with Disabilities Act. 4-H is developmentally appropriate for individuals with

mental ages between 7 and 19. 4-H does not offer developmentally appropriate opportunities for individuals who do not attain this mental capacity threshold. Likewise, persons whose chronological age exceeds 19 years but who reflect a capacity within the 4-H age-range may continue with participation at a level that reflects their mental abilities. Each situation must be reviewed individually.

D5 Marriage of 4-H Youth Participant

Marriage may not in any way restrict a 4-H youth participant in any aspect of 4-H work, including that of competitive activities.

D6 Parental Status of 4-H Youth Participant

Parental status may not in any way restrict a 4-H youth participant in any aspect of 4-H work, including that of competitive activities, awards, and recognition.

D7 Residence and Enrollment Policies

Generally youth are expected to participate in extension units and states where they live with their parent(s) or legal guardian(s). Extension agents and boards are encouraged to create beneficial arrangements, making allowances for 4-H membership transfers when members move during the program year.

D7.1 Enrollment Outside Unit of Residence

Youth who wish to join 4-H outside the extension unit in which they reside must provide a rationale for the request and must receive permission from the board of the unit where they wish to enroll. The board's decision is final and not subject to area or state appeal. An annual enrollment card and a complete, current Kansas 4-H participation form must be on file in the unit where the member is enrolled.

D7.2 Shared Custody Enrollment

Youth with parents who share custody — but live in different extension units — must receive permission from both boards for dual enrollment.

If a youth wishes to participate in 4-H in an extension unit other than the one claimed as primary residence, the individual must provide a rationale for the request and receive permission from both extension boards. The respective boards' decisions are final and not subject to area or state appeal. If approved, youth may participate in both units but cannot be enrolled in the same project in both units during a given year. An annual enrollment card and a complete, current Kansas 4-H participation form must be on file in each unit where the member is enrolled.

D7.3 Moving During the 4-H Year

Youth who move within the 4-H year and want to transfer to the new residential unit do not need permission from either board. If a member moves during the program year, extension agents and boards are encouraged to create a beneficial arrangement to transfer the 4-H membership and privileges into the new unit.

D7.4 Project Instruction in Another Unit

Youth who would like to participate in project instruction in another unit must receive permission from both boards.

If a youth wishes to participate in 4-H project instruction in an extension unit other than the enrollment unit, the individual must provide a rationale for the request and receive permission from both extension boards. The decision of the respective boards is final and not subject to area or state appeal. If approved, the annual enrollment card will stay in the unit of residence, but a complete, current Kansas 4-H participation form must be on file in each unit.

D8 Active Participation and Attendance

Attendance at local 4-H meetings and programs is designed to be a valuable learning experience. To gain full advantage of all 4-H has to offer, members are encouraged to be active participants, take part in meetings, plan and participate in educational activities, and be both participants in and leaders of community activities.

D8.1 Attendance

Attendance at 4-H club meetings may not be a requirement for participating in a particular 4-H event or for exhibiting at the county fair. Enrollment in a specific project is necessary, and participation may be required if training is considered necessary for the health and safety of participants for that project or activity to participate in a 4-H event or exhibit at the county fair. (Examples: quality assurance in livestock project, shooting sports safety training, and food preservation.)

D8.2 Attendance for 4-H Clubs/Groups

4-H clubs/groups may not establish club meeting attendance policies for eligibility to exhibit at the county level or beyond. 4-H clubs may establish attendance policies for a member to run for election as a club officer, apply for a club scholarship, and/or participate in other special club opportunities offered to club members at the club level.

D9 Equal Protection Under the Law

D9.1 Rights

K-State Research and Extension is an equal opportunity provider. It is the obligation of the local extension board to assure that all 4-H clubs or groups within its jurisdiction are open and available to all youth, without exclusionary practices, and that all residents have access to 4-H youth development educational materials. If a young person is denied initial membership in an existing 4-H club for any reason, it is the responsibility of the local extension board to provide an opportunity for the youth to participate in another 4-H club or to form a new club.

A club may set number limits for club membership, and as openings occur, they must be offered to new participants on a first-come, first-served basis. Local extension offices must keep a record of clubs that have reached membership capacity and make all reasonable effort to find or create another club to accommodate the request.

K-State Research and Extension and cooperating extension boards make all reasonable efforts to comply with the Americans with Disabilities Act.

D9.2 Privileges

4-H Youth Development program participation is a privilege, not a right. Standards of conduct and ethical behavior are important to the 4-H Youth Development program. All 4-H youth participants must comply with the Kansas 4-H Code of Conduct. Adult volunteers must comply with the Kansas 4-H Volunteer Code of Ethics.

When violations occur, extension staff may immediately restrict or remove an individual from participation or impose a loss of privileges during the event. The local board may restrict the individual's continued or future participation. Appropriate consequences may be enforced and determined based on the violation.

Individuals who create a hostile environment may be removed from settings and prohibited from returning. If a situation warrants, extension staff may involve local law enforcement.

Kansas 4-H Code of Conduct

<http://www.kansas4-h.org/p.aspx?tabid=470>

4-H Volunteer Code of Ethics

<http://www.kansas4h.org/p.aspx?tabid=487>

D10 Principles to Guide Religious Practice in 4-H Youth Development

4-H programs must focus on education and not advance religion, promote one religion over others, or create the impression that 4-H is not open to participation by all. 4-H Youth Development does not promote or demonstrate preference for any particular community of faith or religious, spiritual, or philosophical beliefs.

Religion and 4-H Youth Development Program

http://www.csrees.usda.gov/nea/family/res/pdfs/Religion_2011.pdf

D11 Participation of Youth with Justice System Records

D11.1 Participation by Youth Found Guilty of a Misdemeanor

Participation by a youth who has been found guilty of a misdemeanor and while serving an official probation period: The level of the youth's participation must be approved by the extension board.

If probationary participation is not approved, the youth may resume participation once the probationary period is fulfilled and withdrawn and the extension board lifts its restriction.

D11.2 Participation by Youth Found Guilty of a Felony

A youth who has been found guilty in a court of law of a felony may or may not be allowed to participate. If allowed:

- the level of participation must be approved by the extension board;
- participation is limited to club/group meetings, activities, project work, competitions, and exhibits at the county/district level within the boundaries of the court-ordered sanction;
- the youth is restricted from multicounty, regional, area, statewide, national, and international programs until the criminal sentence and/or probationary period ends and the board lifts the restriction;
- the youth is prohibited from supervising other youth and handling money or property until the criminal sentence is fulfilled and/or legal probationary period has ended and the prohibition has been lifted by the board; and
- the youth is prohibited from participating in the 4-H Shooting Sports project in any way, at any level throughout 4-H program eligibility.

Details regarding unlawful behaviors of minors and young adults are confidential — not matters

of public record. When extension boards develop participation plans in such situations, discussions must be conducted in executive session.

E Volunteers

4-H volunteers are unpaid representatives of the extension unit for which they provide services. A volunteer is an adult or teen who has successfully completed the Kansas 4-H Volunteer Information Profile (4-H VIP) process, including application, screening, and orientation, and has been appointed by the local extension board.

Serving as a 4-H adult volunteer is a privilege, not a right. Volunteers serve at the request of the extension board and are managed/supervised by the local agent(s) or a designee responsible for 4-H. The local board may restrict the initial or continued participation of volunteers in the 4-H program. Volunteer service in the 4-H program beyond the local level is contingent upon VIP status at the local unit.

All volunteers must be VIP-registered and comply with the 4-H Volunteer Information Profile (VIP) Code of Ethics. Volunteers who assist with a single program or short-term learning activity are not required to complete the VIP process. Adults must have a complete and current Kansas 4-H Participation Form on file as required by specific 4-H program activities.

4-H Volunteer Code of Ethics
<http://www.kansas4h.org/p.aspx?tabid=487>

F Delivery Modes of 4-H

F1 Organized Clubs

A 4-H Club is an organized group of youth, led by an adult, with a planned program that is carried on throughout all or most of the year. Organized 4-H clubs typically have elected officers and a set of bylaws. The bylaws used to govern the club are approved by the membership and are consistent with the policies and guidelines of the director of K-State Research

and Extension. These organized 4-H clubs are granted authorization to use the 4-H name and emblem according to the guidelines set forth by the United States Department of Agriculture.

F1.1 4-H Community Clubs

A community club is an organized group of at least five youth from at least three families, led by two or more VIP-registered adults, with a planned program that is carried on throughout all or most of the year. Membership in a community club cannot be a requirement for membership in any other organized 4-H club or vice versa.

F1.2 4-H Project Clubs

A project club is an organized group of at least five youth from at least three families, led by two or more VIP-registered adults, with a planned program. Project club participants are usually enrolled in one or more project areas, with a planned program that is carried out over a specific period of time. Project clubs may have elected officers, and a set of bylaws approved by the membership to govern the club, that are consistent with the policies and guidelines of the director of K-State Research and Extension.

F1.3 4-H In-School Clubs

4-H in-school clubs meet during school hours but have officers and planned activities beyond school enrichment.

F1.4 4-H After-School Clubs

4-H after-school clubs are organized within after-school programs administered by extension staff or other organizations (i.e., other youth development organizations, housing authorities, faith-based groups). The youth participants and adult staff identify themselves as 4-H members and volunteers. They may have officers and elements of a club structure.

F1.5 Military 4-H Clubs

Military 4-H clubs are organized by the armed forces, often on military installations, and principally for military dependents.

F1.6 Chartering of Clubs

Every 4-H club must apply for and receive a charter from the Department of 4-H Youth Development, Kansas State University, through the local extension office. The charter is a symbol of recognition as a 4-H club or group that subscribes to the Kansas 4-H Youth Development policies (i.e., member Code of Conduct and volunteer Code of Ethics). The charter is authorization for volunteers and participants associated with that 4-H club to use the 4-H name and emblem within the federal guidelines. The possession of a charter does not constitute authorization as a 4-H unit if such is rescinded by the director of K-State Research and Extension, a designee, or the extension board.

F1.7 Chartering of Groups

4-H groups may apply for and receive a charter from the Department of 4-H Youth Development, Kansas State University, through the local extension office. The charter is authorization for volunteers and participants associated with that 4-H group to use the 4-H name and emblem within the federal guidelines. Examples of groups include, but are not limited to, ambassadors, Cloverbuds, junior leaders, or youth councils. The charter is a symbol of their recognition as a 4-H group that subscribes to the Kansas 4-H Youth Development policies (i.e., member Code of Conduct and volunteer Code of Ethics). The possession of a charter does not constitute authorization as a 4-H unit if such is rescinded by the director of K-State Research and Extension, a designee, or the extension board.

F1.8 Disbanding of Clubs or Groups

The Department of 4-H Youth Development must be notified in writing if a 4-H club disbands; however, the charter does not need to be returned. Clubs must have a dissolution clause in their by-laws. Any funds remaining in the treasury of a disbanded club or group after the payment of all bills is to be paid to the 4-H (Events) Council, the local 4-H Foundation or 4-H fund, or the Kansas 4-H Foundation.

Remaining funds must not be distributed among the youth participants, volunteers, or families in the 4-H club or group at the time of disbanding.

If a club is inactive for one year, it should officially disband.

F2 Other Delivery Modes of 4-H

Other delivery modes of 4-H are available to provide educational experiences for children and youth who may not otherwise be exposed to 4-H Youth Development opportunities. These delivery modes are led by an adult with a planned program that is carried out by extension staff or trained volunteers, including teachers. These delivery modes do not typically have elected officers or conform to a set of bylaws to govern the group. The delivery modes must follow the policies and guidelines of the director of K-State Research and Extension. Membership in a community club or other organized club cannot be a requirement for participation in other delivery modes of 4-H. Other 4-H delivery modes are described as follows.

F2.1 Special-Interest and Short-Term Programs

These programs involve groups of youth meeting for a specific learning experience that involves direct teaching by extension staff or trained volunteers, including teachers. The program is not part of a school curriculum and is not restricted to members of 4-H clubs.

F2.2 4-H Overnight Camping

This mode involves youth taking part in an extension-planned educational experience of outdoor group living. Overnight camping includes being away from home at least one night (resident, primitive, or travel camping) and is not restricted to members of organized 4-H clubs.

F2.3 4-H Day Camping

These youth take part in an extension-planned educational experience of group living outdoors. Day camping consists of multiple daytime programs. The youth return home each evening.

F2.4 School Enrichment

School enrichment involves a sequence of learning experiences in cooperation with educational officials during school hours to support the curriculum. School enrichment programs involve direct teaching by extension staff or trained volunteers, including teachers.

F2.5 Individual Study/Mentoring/ Family Learning

This mode includes learning that occurs independently of a formal group setting. It might be individual, in a pair, or a family learning effort. This includes self-directed learning, usually with limited adult involvement except for parents (or a mentor). Examples include self-study, home study courses, advanced placement courses, mentoring or shadowing with an “expert,” or whole families learning together.

An extension board may grant an individual study membership status to an eligible youth or family. Individualized study should not ordinarily be allowed when the potential exists to participate in an organized 4-H club. If the extension board chooses to grant individual study membership status, expectations must be clearly stated. Re-enrollments in succeeding years will be based on the completion of the Individual Study Agreement and approval by the extension board.

Individual Study Agreement
<http://www.kansas4-h.org/doc14921.ashx>

F2.6 After-School Programs using 4-H Curricula/Staff Training

After-school educational programs may be offered to youth outside of school hours, usually in a school or other community center. The after-school program must be supported by extension by training the after-school staff, infusing 4-H curricula into the program, and/or other significant support, such as conducting needs assessments, evaluations, and/or resource development. The children and youth in these programs should be enrolled as 4-H members in the county program, have the benefits of all 4-H

programs and activities, and identify themselves as 4-H members.

F2.7 TV/Video/Web Programs

Youth may be offered learning experiences through extension via broadcast or closed circuit television, including satellite transmission, or videotape replays of such series. Online instruction via the internet may be included.

ES-237 Delivery Mode Categories in 4-H ACCESS
<http://www.kansas4-h.org/doc14899.ashx>

G Financial Responsibility

Extension boards are responsible for all non-appropriated funds generated for 4-H programs. This includes all funds collected or raised in the name of 4-H Youth Development programs. All clubs, project clubs, and the 4-H Council operate according to policies and procedures determined by U.S. Department of Agriculture, Internal Revenue Service, K-State Research and Extension, and the local extension board.

Principles of Managing Non-Appropriated Funds
http://www.ksre.ksu.edu/Employee_Resources/p.aspx?tabid=282

G1 Annual Financial Review

Each 4-H entity is required to complete and submit an annual financial review form to its local extension board.

State action teams or other state-level groups with accounts held outside the Kansas 4-H Foundation must submit annual financial review forms to the state 4-H leader.

*Volunteer Financial Review Committee and
Financial Review Report*
http://www.ksre.ksu.edu/Employee_Resources/p.aspx?tabid=282

G2 Commercial Enterprises

Extension entities are not permitted by the Kansas County Extension Council Law to engage in commercial enterprises or to give preferred service to any individual, group, or organization.

4-H Project Prospect Sales/4-H Premium Sales provide a preferred service for the respective project enrollees; therefore, 4-H Project Prospect Sales/4-H Premium Sales will be managed by the local fair association, sponsoring organization, or a third, bonded party.

G3 Tax-Exempt Status of 4-H Clubs and Affiliated Organizations

Each 4-H club/group/affiliate in Kansas must have a unique IRS-issued Employer ID Number (EIN) and be associated with its local extension board to maintain its ability to receipt legal tax-deductible donations and be exempt from IRS tax reporting and filing responsibilities. [All 4-H foundations with 501(c)3 status still must meet IRS tax filing and reporting requirements.] Formally authorized 4-H clubs and affiliated organizations are exempt from paying federal income tax on funds raised on behalf of 4-H, or to support 4-H educational programs, and donors may deduct such contributions as bequests, legacies, devises, transfers, or gifts to formally authorized 4-H clubs and affiliated organizations under section 170(c)(1) of the Internal Revenue Code, if made for public purpose.

G3.1 EIN Data

The Department of 4-H Youth Development maintains a spreadsheet of each EIN of every formally authorized 4-H club/group/affiliate in Kansas. All local units must annually update lists of affiliated clubs/groups and forward to the Department of 4-H Youth Development. (See F1.6.)

G3.2 4-H Club/Group Financial Review

All 4-H clubs/groups or other extension-affiliated accounts must submit an annual accounting report and undergo a financial review by the extension council or district.

G3.3 Noncompliance with Financial Review

Any 4-H club or group not listed in the Department of 4-H Youth Development database and not undergoing an annual financial

review by the extension board — or any other account not in compliance with this policy:

- will not be considered a formally authorized club/group/affiliate,
- will not be considered a charitable organization according to the IRS,
- must not accept donations as tax-deductible,
- will be subject to reconsideration of the privilege of using the 4-H name and emblem, and
- will be responsible for registering and reporting as a “for-profit” business, subject to all associated tax filing and reporting responsibilities.

G4 Related Accounts

G4.1 4-H Foundations

Local 4-H foundations and/or funds with their own 501(c)3 status will report directly to the IRS.

G4.2 4-H Camp and Other Accounts

4-H camp and other accounts that do not belong to a 4-H club/group are not allowed and should be maintained by local 4-H councils, or in extension council or district accounts.

G5 Fundraising and Private Support for the 4-H Program

4-H Youth Development fundraising programs must:

- obtain approval from the appropriate office of the Cooperative Extension Service,
- use funds to further 4-H education,
- maintain proper accounting procedures, and
- properly use the 4-H name and emblem.

G5.1 Fundraising and Use of the 4-H Name and Emblem

Local and statewide fundraising provides opportunities for contributions of time, cash, and facilities. Fundraising programs that use the

4-H name and emblem must obtain appropriate approval and must account for funds according to Cooperative Extension Service policy. Fund recipients must issue receipts.

G5.2 Fundraising and Endorsement of Products or Services

Funds must be used for priority educational purposes and must be raised via a specific plan that neither exploits the 4-H name and emblem nor endorses commercial firms, products, or services. The following disclaimer must be used on products or services sold: “A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended.”

G6 Raffles, Lotteries, Gaming

Raffles, lotteries, and gaming fundraisers require organizations to follow a number of state and local laws and regulations that prohibit or regulate games of chance. A longstanding policy discourages 4-H participation in these types of activities because of the potential implications for the 4-H program and land-grant institution. Consult with appropriate individuals at the state and local level to determine the suitability of proposed fundraising activities.

G7 Kansas Sales Tax

4-H clubs, councils, and groups are exempt from paying Kansas sales tax on purchases of goods, merchandise, or lodging. Each group should have its own exemption number from the Kansas Department of Revenue. Purchases must be made directly with the 4-H organization’s account. Cash payments do not qualify for exemption, nor do purchases made by an individual to be reimbursed by the organization.

4-H clubs and groups are exempt from collecting and remitting sales tax when selling tangible items or food; however, sales of admissions, tickets, and services are not tax-exempt, and sales tax must be remitted on these items.

G8 Deductibility for Livestock or Project Sales, Auctions, or Similar Events

When the fair board or other organization sponsors a livestock or project sale or auction — and the proceeds go to the 4-H member, not to the organization — the sale amount is not a tax-deductible donation. In some situations, it might be a deductible business expense for the buyer.

In situations where the 4-H member retains ownership of the animal or project, proceeds from the sale pass through the sponsoring organization and go directly to the 4-H member. The sponsoring organization is only a conduit for the sale. As a simple conduit, the sponsor cannot view sales proceeds as income to the organization.

Organizers should clarify for potential purchasers that they will not make a charitable contribution to the organization, but instead will purchase the animal or project through the organization for the direct benefit of the 4-H member.

[Tax Issues for Local Extension Offices, Principles of Managing Non-Appropriated Funds, and Volunteer Financial Review Committee and Financial Review Report](http://www.ksre.ksu.edu/Employee_Resources/p.aspx?tabid=282)
http://www.ksre.ksu.edu/Employee_Resources/p.aspx?tabid=282

H Risk Management and Youth Protection

As a positive youth development organization, 4-H has a moral and legal obligation to ensure the safety and well-being of young people entrusted to its care. Activities insurance for accident or illness should be strongly considered for event participants either yearly or per event.

[K-State Research and Extension Risk Management Manual](http://www.ksre.ksu.edu/employee_resources/4-H_Volunteer_Code_of_Ethics)
http://www.ksre.ksu.edu/employee_resources/4-H_Volunteer_Code_of_Ethics
<http://www.kansas4h.org/p.aspx?tabid=487>

[Kansas 4-H Camp Standards](http://www.kansas4-h.org/Controls/doc6194.aspx)
<http://www.kansas4-h.org/Controls/doc6194.aspx>

H1 Supervision of Youth Participants

Staff and volunteers make every reasonable effort to practice “two-deep” leadership, with two adults over age 18 at any gathering, meeting, or activity involving youth.

Staff and volunteer chaperones who are responsible for youth supervision at state, regional, or national 4-H events should make every reasonable effort to put the safety and security of the youth first. This includes, but is not limited to, acquiring participation forms and becoming familiar with event emergency plans.

Depending on the event, it may be necessary for the chaperones to be the same gender as the delegates they are chaperoning. Staff and volunteers should check with the event coordinator regarding the ratio of adults to youth for the event.

[K-State Research and Extension Risk Management Manual](http://www.ksre.ksu.edu/employee_resources/)
http://www.ksre.ksu.edu/employee_resources/

[Kansas 4-H Camp Standards](http://www.kansas4-h.org/Controls/doc6194.aspx)
<http://www.kansas4-h.org/Controls/doc6194.aspx>

H2 Driving Age to Transport 4-H Members

When transporting 4-H participants, drivers must be VIP-registered, properly licensed, and at least 21 years of age. The vehicle must be insured to cover liability for personal injury, liability for property damage, and medical expenses and injury caused by uninsured motorists.

[K-State Research and Extension Risk Management Manual](http://www.ksre.ksu.edu/employee_resources/)
http://www.ksre.ksu.edu/employee_resources/

I Communications

I1 Internet, Media, and Social Media

Clubs and groups chartered through the Department of 4-H Youth Development may develop and maintain an internet presence (websites, email, blogs, calendars, downloadable photos, audio, or video) and other electronic or print media to promote and provide information about their respective programs. Individuals responsible for the development and/or maintenance of these communication venues must abide by the following policies.

- Clubs and groups must be authorized by the appropriate K-State Research and Extension personnel to develop an internet or other medium presence.
- Titles, addresses, and content of email, websites, and other media must reflect the club or group’s designated level of authority (i.e., club, county, district, state).
- All content must comply with state, federal, and international laws, including, but not limited to, accessibility, copyright, and fair use.
- All content must adhere to 4-H and K-State Research and Extension policies and guidelines including, but not limited to, logo usage, nondiscrimination, sponsorship, and privacy.
- Privacy of participants must be treated with respect. Contact information such as addresses, phone numbers, email addresses, and the like may be published only with the consent of each participant. Photographs, videos, or other media with identifiable human subjects may not identify individuals by name without their written permission.
- The 4-H charter may be revoked from clubs and groups deemed in violation of these policies. Individuals who violate these policies may be removed as 4-H volunteers or members and may face appropriate legal action.

Social Media Best Practices

<http://www.k-state.edu/socialmedia/bestpractices.html>

I2 Mailing Lists

4-H mailing lists (including electronic communications lists) are for the sole use of K-State Research and Extension personnel for educational purposes and are not furnished to external individuals or organizations. Kansas State University, National 4-H Council, and the Kansas 4-H Foundation are exceptions.

J Educational Programming

4-H uses research-based, age-appropriate curricula, which include experiential and inquiry-based learning. Curricula should be adapted to fit the delivery method and should be regularly reviewed for accuracy and relevancy. Primary sources of curricula are the National 4-H Curriculum and other knowledge and research-based materials, as appropriate.

Inquiry-Based Learning

http://www.csrees.usda.gov/nea/family/res/pdfs/experiential_inquiry_based%20learning-1.pdf

Experiential Learning

http://www.csrees.usda.gov/nea/family/res/pdfs/Experiential_Learning.pdf

J1 Camp Programs

As a part of the risk management effort in Kansas 4-H Youth Development, camp groups will align programs to the written standards linked below.

Each 4-H camp group must comply with policies of K-State Research and Extension regarding the management of non-appropriated funds.

Principles of Managing Non-Appropriated Funds

http://www.ksre.ksu.edu/Employee_Resources/p.aspx?tabid=282

Kansas 4-H Camp Standards

<http://www.kansas4-h.org/Controls/doc6194.aspx>

J2 Fairs/Shows/Expositions

The Kansas County Extension Council Law (2-616) states that “Each ... extension council shall have for its ... purpose the giving of instruction and practical demonstrations in ... 4-H club and youth work ... to all persons in the county (district) ... (and that) councils shall not engage in commercial or private enterprises ... or other activities not authorized by this act and shall not give preferred service to any individual, group or organization.”

J2.1 Participation Rules

4-H member participation for 4-H fairs or the 4-H division is based on the following criteria.

- The exhibit is the result of knowledge and skills learned within the 4-H project experience in the local club, group, event, enrichment program, or individual participation.
- The 4-H member is owner of project. In the case of dairy and horse projects, in which leasing of animals for 4-H projects is allowed, the 4-H member is considered the owner of the animal during the current project year.
- Local extension units will determine ownership and enrollment deadlines for local fairs/expositions/shows/events of 4-H divisions to meet state qualifications. In some cases, 4-H age may determine enrollment. Individual projects may have requirements such as enrollment, weigh-in, or tagging.
- State nominations or qualifying shows will determine ownership and enrollment deadline (i.e., Market Animal nomination due date or District Horse Shows.) The extension agent with 4-H or livestock responsibilities is responsible for verifying 4-H membership/eligibility. Market animal nominations are due to Department of Animal Sciences and Industry at Kansas State University for participation at Kansas State Fair and Kansas Junior Livestock Show.

J2.2 Sale of 4-H Exhibits (Including Animals)

Any 4-H exhibit sold at public auction or by private contract is not eligible to be exhibited at the Kansas State Fair or Kansas Junior Livestock Show. Public auction includes: premium sale, ribbon auction, or similar event. If the project is sold, regardless of ownership changes, on the date of the transaction the 4-H member has given up the right to exhibit that specific animal or product in the future. In the case of livestock, market animals sold are ineligible to be shown as breeding animals in the future. Non-livestock exhibits (perishable foods, photographs, etc.) may be reproduced for the Kansas State Fair.

It is the responsibility of the local extension unit to report tag number of animals sold in a premium sale to the Department of Animal Sciences and Industry, Kansas State University.

Animal Sciences Youth Livestock Page
<http://www.asi.ksu.edu/p.aspx?tabid=58>

J2.3 County Fair Policy Authority

The extension board is the policy-making authority for the 4-H Youth Development division of the fair. Rules and regulations must conform to policies and procedures established by the director of extension.

Fair boards may not establish rules and regulations for participation of 4-H members in the 4-H division at fairs/expositions/shows. Fair boards may, with the approval of the extension board, establish club meeting attendance policies for eligibility to participate in a livestock or project sale, auction, or similar event for 4-H exhibitors. If eligibility rules are established and approved by the extension board, requirements should be in place and communicated to all 4-H participants by October 1, the beginning of the 4-H year.

Fair boards do make rules and regulations for open class divisions of fairs/expositions/shows.

K-State Research and Extension Role at Fairs and Shows
<http://www.kansas4-h.org/doc15276.ashx>

J2.4 Jackpot, Prospect, Futurity, Circuit, or Any Payback-Type Livestock Show, Horse Show, or Rodeo

Jackpot, prospect, futurity, circuit, or any payback-type livestock show, horse show, or rodeo is not consistent with the educational mission of K-State Research and Extension. Although 4-H participants may compete as private citizens, they must not be sponsored by K-State Research and Extension nor should finances and entries be managed or handled by local offices of K-State Research and Extension, extension councils, 4-H councils, or 4-H clubs.

Agents and other personnel of K-State Research and Extension may participate in such activities on their personal time.

J2.5 Nonpermissible Practices

The following practices are not permitted:

- The 4-H name and emblem shall not be used in conjunction with an event not sponsored by K-State Research and Extension.
- Local offices of K-State Research and Extension may not be the entry point for non-extension events, receive funds for an external organization, or involve extension personnel on official time.
- No membership dues may be collected via a competitive event for an extension board or its subdivisions (4-H Events Council, etc.) for 4-H participants from a county or district to participate in an extension education program. The Kansas County Extension Council Law also forbids dues being assessed by 4-H units. Extension boards may collect fees for specific services that require special equipment or personnel for educational services.
- Events organized around the successive pooling of fees, accumulation of points, or standings

through the required participation in a series or circuit culminating in a large cash “jackpot” or in-kind prize are deemed unacceptable to the educational mission and inclusive parameters of 4-H Youth Development and K-State Research and Extension. These types of events must be sponsored by private organizations.

- Cash prizes awarded on the basis of chance are subject to Kansas gaming laws and are forbidden.

J3 State Judging Teams/Contests and Out-of-State Competitions

Age divisions, eligibility, and participation as individuals or teams will be determined by the action team or group conducting the contest. Kansas 4-H Youth Development may develop stricter policies than national events. Age-appropriate participation/competition is based on current research and national 4-H policy.

Each district may enter the number of teams equal to the number of counties in the district.

J4 National 4-H Competitive Events Participation

A state/territory/District of Columbia is allowed only one entry in just one division of a contest in a national 4-H competitive event each year. An entry is an individual, in events of individual competition, or a team in events where total team scores are computed and the team is recognized. Individuals sometimes may be recognized in events that are primarily team events.

Unofficial entries will not be permitted.

An individual may enter a national 4-H competitive event in a specific program area only once. Participating members of a team entry (even if they are designated alternate by low score) are ineligible to enter the same event again as a part of another team.

The eligibility requirements to enter a national 4-H competitive event follow.

- The contestant must already have passed

his or her 14th birthday, and may not have reached his or her 19th birthday, before January 1 of the year in which the national 4-H competitive event is held. However, the assistant director, 4-H Youth Development, may grant a special authorization to compete for youth with developmental disabilities who exceed the upper age limit. The January dates for the National Western Roundup events are considered part of the previous year for the purpose of allowing all youth to compete in national events in their last year of eligibility.

- Contestants must be members of 4-H in the state they represent during the year in which the national 4-H competitive event is held.
- The contestant(s) or team(s) of contestants must be certified as the official state entry by the state 4-H leader or by a person designated by the assistant director, 4-H Youth Development. The individual(s) or team(s) may be selected by any procedure the assistant director, 4-H Youth Development, believes is appropriate.
- The contestant, his or her local extension unit 4-H staff member, and the assistant director of 4-H Youth Development must certify as follows on the application form or an accompanying memo: “This contestant has not participated in post-secondary coursework in the subject area of the national 4-H competition, nor has he or she participated in training for post-secondary competition in the subject area of the national 4-H competition.” Violation of the above will result in forfeiture of any awards or recognition that have been won in the national 4-H competitive event.”

J5 National Events Participation

National 4-H Conference: Kansas selects up to six delegates annually for the National 4-H Conference through an application process. National 4-H Conference delegates must be at least 14 but not older than 18 before January 1 of the year of the event. Youth may attend only one

National 4-H Conference unless the individual is selected as a member of the National 4-H Conference Design Team.

National 4-H Congress: Delegates represent the state 4-H project awards (project delegates), the state 4-H Key Award winners (standard of excellence delegates), and local extension unit

achievement winners (centennial delegates). National 4-H Conference delegates are eligible to participate in National 4-H Congress. National 4-H Congress delegates must be at least 14 but not older than 18 before January 1 of the year of the event. Youth may only attend National 4-H Congress one time unless selected as a member of the National 4-H Congress Design Team.

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www.ksre.ksu.edu/bookstore

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